Class Purpose
Provide Contracting Entities with program information to assist with successful program operation.
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INTRODUCTION

Class Overview

Training provides audience with USDA program regulations and information regarding important program operations.

Acknowledgment Statement

You understand and acknowledge that:

- the training you are about to take does not cover the entire scope of the program; and that
- you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.

Acronyms

ADP – Average Daily Participation
AGS – Administrative Guidance for Sponsors
CE – Contracting Entity or Sponsor
ESC – Education Service Center
FBG – Food Buying Guide
FSMC – Food Service Management Company
OVS – Offer vs. Serve
SFA – School Food Authority
SFSP – Summer Food Service Program
TDA – Texas Department of Agriculture
USDA – United States Department of Agriculture
VCA – Viability, Capability, Accountability

Participant Materials

- Participant Guide
- USDA Administrative Guidance for Sponsors
## Module 1: Program Basics

<table>
<thead>
<tr>
<th>Topic</th>
<th>Objective</th>
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</thead>
<tbody>
<tr>
<td>Class Introduction</td>
<td>o Participants will use information learned to understand basic SFSP information.</td>
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<tr>
<td>Module 1 Program Basics</td>
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CLASS INTRODUCTION

The Putting the Pieces Together 2-Day Classroom Training for the Summer Food Service Program (SFSP) is designed to provide Contracting Entities (CEs) with less than 2-years experience in the program basic information to understand the major program requirements and plan for successful program implementation. During training, you will meet regional Education Service Center (ESC) technical assistance specialists who will be available to assist you with program implementation. For your convenience, please take a moment to write the contact information of the technical assistance specialists you’ve met so you can reach them when you need help.

Technical Assistance Specialist: _______________________________
Phone: ______________________________________
Email: ________________________________________________

Technical Assistance Specialist: _______________________________
Phone: ______________________________________
Email: ________________________________________________

Acknowledgement Statement

While TDA provides you with quality information to help you successfully implement SFSP, these training materials do not cover the entire scope of the program. Training only highlights some of the program requirements. It is your responsibility to make sure you know and understand all the program rules and requirements. USDA has created program guidance called the 2015 USDA Administrative Guidance for Sponsors and a copy has been provided to you. TDA also provides links to the USDA guidance, TDA Policies and additional program information through posts on the SummerFood.org and TX-UNPS websites. By signing into this training class and providing the training acknowledgement form at the end of this training class, you acknowledge that you understand your responsibility.
MODULE 1 INTRODUCTION

In this Module, we’ll review the program basics to ensure understanding of the key concepts. Room to take notes and answer questions is provided within this Participant Guide.

PROGRAM BASICS

Program Purpose & Benefits

Intent

Profit

Timing

Yes

No

Program Responsibilities

• Assume responsibility for administration of program
• Attend State Agency training
• Locate and recruit eligible sites
• Hire, train, and supervise staff & volunteers
• Competitively procure food or FSMC
• Monitor all sites
• Prepare claims for reimbursement
• Ensure sites are sustainable
• Maintain program documentation as required
Program Eligibility

What are the eligibility requirements to participate as a CE in SFSP?

- Demonstrate financial and administrative capacity
- Not be seriously deficient
- Serve low-income children
- Conduct a nonprofit food service
- Provide year-round service
- Exercise management control over sites
- Conduct Pre-Operational visits
- Sign written agreements

What is the eligibility criteria for children to participate in the program?

- ___________________________________________________________________
- ___________________________________________________________________
- ___________________________________________________________________
  - ___________________________________________________________________
  - ___________________________________________________________________
  - ___________________________________________________________________

Advances & Amendments

Advance limits:
- New non-governmental CEs: $____________
- Returning CEs: _______________________

Allowed advance expenses:
- _______________________
- _______________________

Amendment submission:
- _______________________
- _______________________
- _______________________

AGS p. 11-12
AGS p. 32
AGS p. 135-136
## Module 2: Meal Service

<table>
<thead>
<tr>
<th>Topic</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 2 Meal Service</td>
<td>o Participants will be able to create menus that are appealing and meet the requirements for program reimbursement.</td>
</tr>
<tr>
<td>Meal Pattern Requirements</td>
<td>o Participants will be able to complete the Daily Menu Production Worksheet and daily, weekly and monthly meal count data.</td>
</tr>
<tr>
<td>Meal Components</td>
<td></td>
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<tr>
<td>Food Buying Guide</td>
<td></td>
</tr>
<tr>
<td>Commercially Prepared Foods</td>
<td></td>
</tr>
<tr>
<td>Non-Reimbursable Meals</td>
<td></td>
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<tr>
<td>Health &amp; Safety</td>
<td></td>
</tr>
</tbody>
</table>
MEAL SERVICE

Determining the Type of Meal Service

There are two ways to acquire meals to provide to children, self-preparation and vended. Self-preparation is preparing the meals yourself. Vended is purchasing the meals from a School Food Authority (SFA) or private/public Food Service Management Company (FSMC).

Self-preparation of meals provides the maximum control over the quality of the meal preparation. Meals may be prepared at each site or a central kitchen but requires adequate kitchen and storage facilities. CEs will need to work with the local health department to ensure all regulations are followed. TDA recommends having a Certified Food Handler while the local health department may require one. Check with local health department for specific requirements about food preparation and if they offer any training opportunities for staff. Often, experienced school food service personnel are available for summer jobs and would be a natural fit for CEs planning self-preparation as they are familiar with working with meal patterns and completing the necessary documentation.

For vended meals, CEs may enter into a noncompetitive agreement to purchase meals from a SFA that prepares its own meals. An agreement between CE and SFA is required and must be submitted with the program application. Most schools have meal preparation and service facilities since they serve meals during the school year. If working with a SFA is not an available option, CEs may enter into an agreement to purchase meals from a FSMC. CEs must utilize a TDA approved bid process before program application approval.

Regardless if meals are purchased through a SFA or FSMC, purchased meals must be delivered as unitized meals to sites. Unitized meals have all components packaged, delivered and served as a unit. Milk or juice may be packaged separately but must be served with the meal for the meal to be reimbursable.

USDA Foods (Commodities)

USDA Foods, which are donated commodities, help with food costs when available. There are more than 180 nutritious food items available and can be received as fresh, frozen, packaged, canned, dried or bulk. USDA Foods can help meet meal pattern requirements, support the Dietary Guidelines for Americans and are 100% American grown. CEs who participate in USDA Foods are responsible for shipping costs and should take storage of the foods into consideration.
In your organization qualifies based on meal service type, to participate, you interest on the SFSP application. Once your SFSP application has been approved, TDA will contact you to provide you with additional information and the opportunity to select from foods that are available. It is best to apply and express interest early as USDA Foods operate on a first come, first serve basis and popular items deplete quickly. Food item availability is not guaranteed. Use of USDA Foods does not affect your program reimbursement.

Number & Types of Meals

The type of meals served each day varies by site type. Available meals include breakfast, lunch, snack and supper. Site and meal combinations are:

- Open, Restricted Open, Enrolled
  - _____________________________________________
- Camps, Migrant, and Homeless Feeding Sites
  - _____________________________________________

Meal Service Requirements

When conducting the meal service CEs must adhere to specific requirements at each site. These requirements include:

- Serve the same meal to all children
  - Meets meal pattern requirements for specific meal service
  - Does not have to be identical in every component
- Ensure all meals are eaten on site
  - Meal service must be provided at a congregate meal site
  - Children cannot consume meals off-site
  - Children may take **either** a fruit, vegetable or grain food item off-site
    - A fruit, vegetable, or grain food item taken off-site must be from the child’s own meal or left on a “share table”
- Ensure all children receive a meal
  - 2nd meals can be provided once all children have received a 1st meal
CEs can be reimbursed for second meals up to 2% of 1st meals served, for all sites, during the claiming period

- Sponsors should plan ahead to do their best to ensure every eligible child receives a meal
  - Prepare or purchase 1 complete reimbursable meal for each anticipated participating child
  - Once program has started, after a few days sites should order meals based on actual attendance not ADP

- Adhere to local health and sanitation regulations
  - If allowed by the county/city health department to recycle unopened, unused food items such as carton milk, a form is available titled Record of Recycled Food Form that should be completed
    - Form can be downloaded on SummerFood.org on the Administration and Forms webpage
    - Can be documented on the Daily Menu Production Worksheet under Additional Comments
  - If allowed by the county/city health department, CEs can have a “share table” or “station” where children return uneaten, whole items for other children who may want additional servings of those items

- Make arrangements for inclement weather
  - Extreme weather conditions plan developed for each site
  - Should meal service have to be cancelled, CE must
    - post notice at the site
    - notify regional TDA office

- Serve meals on time
  - Cannot be reimbursed for meals served outside times approved by TDA

Other Meal Service Considerations
- CEs must ensure limited leftover unusable food
  - Proper ADP estimating, planning an appealing and credible menu, and using quality food products will help reduce the opportunity for leftovers in general
• Careful attention to how the participating children receive the menu will also help to eliminate leftovers as menus can be adjusted

• Leftover usable food should be documented in order to justify all costs and meals claimed
  - Citations should be made on Daily Menu Production Worksheets in the Additional Comments section regarding the use of leftovers in meals

• If allowed by the county/city health department to recycle unopened, unused food items, a form is available titled Record of Recycled Food Form that CEs may use
  - Citations should be made on Daily Menu Production Worksheets in the Additional Comments section regarding the use of recycled food in meals

• If allowed by the county/city health department, CEs can have a “share table” or “station” where children return uneaten, whole items for other children who may want additional servings of those items.

• Notify TDA for field trip approval through TXUNPS
  - Field trips are a great way to boost participation
  - CEs must meet all meal service requirements during field trip
    - CEs must maintain safety, sanitation and administrative responsibilities
  - Civil Rights requirements still apply, the “And Justice For All” poster must be prominently displayed as required at the regular meal service site
    - Side of cooler
    - Side of bus or van
    - Hung from a staff/volunteer
  - CEs must provide TDA **15 days advance notice** prior to a field trip; otherwise, meals may be considered consumed off-site

**Actual Meals Needed**

Planning accordingly for the number of meals needed for the meal service is critical. As mentioned in the Program Planning module, planning for actual meals needed is accomplished through meal counting procedures you establish before you begin your program. In addition to your ADP you need to plan for program and non-program adults. Program adults include staff members involved in the preparation and/or serving of meals that are served AFTER all children have received their meals. Often times CEs electing to serve meals to non-reimbursable program adults do so free of charge and absorb the cost through donations or other non-SFSP reimbursement funding source.
Non-program adults are people not directly related to the meal service as well as adults who do not work in the program. Meals served to program and non-program adults are **not** reimbursable. CEs may sell meals to non-program adults for the cost of the meal. Non-program adults include:

- __________________________
- __________________________
- __________________________
- __________________________
- __________________________

The amount of outreach and marketing completed and monitoring of daily attendance will help determine the number of meals needed.

### Time Recommendations

CEs must notify TDA of each site’s meal service times and receive TDA approval in the site application. While TDA provides a media release on behalf of all CEs, USDA encourages CEs to promote site meals with times/days and any site activities in their area. If a meal time must be cancelled or moved, CEs should post the cancellation/change as quickly as possible at the site after TDA has approved the change. Failure to do so is considered a serious program violation.

While there are not set times mandated for each meal service type, USDA does have some recommendations:

- **Breakfast/Snack:** __________________________
- **Lunch/Supper:** __________________________
- **Supper:** __________________________

Another consideration in meal service planning is meal delivery if meals are not prepared at the sites. Delivery, as well as storage, must follow local health department regulations. TDA cannot approve sites where meals are not prepared unless:

- Food is not held in temperature danger zones for longer than allowed by TDA and local health safety codes, or
- Proper facilities exist onsite for storing the food.
MEAL PATTERN REQUIREMENTS

Meals must meet certain requirements as outlined by USDA to be reimbursable.

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch/Supper</th>
<th>Snack</th>
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<tbody>
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To meet meal pattern requirements, CEs must meet the minimum required portions ensuring all children are served the same meal (unless a substitution is necessary). Remember that children cannot be required to take a meal during any meal service.

To eliminate waste and leftovers as well as maintain or boost participation, menu planners should evaluate and adjust menus to encourage consumption of reimbursable meals. For success of the program, it is important to serve nutritious meals that meet meal pattern requirements and are appealing to children. Careful menu planning is necessary to meet this goal.

Program Meal Pattern Tips

While every child must be served a meal that meets the minimum meal requirements, that does not mean the meals have to be identical in every component. This is especially the case when children with disabilities must be accommodated. It is possible to serve different menus at separate sites as well.
To ensure meals are easily accepted by participating children, non-creditable items, sometimes called “other food”, are foods that can be served. They enhance food but do not meet the minimum requirements to be a reimbursable component. Examples of non-creditable foods include ketchup, cream cheese, potato chips, and butter. Excellent resources for examples of creditable and non-creditable foods are the Food Buying Guide (FBG) and USDA Nutrition Guide for Sponsors. These documents are available for download at [http://www.fns.usda.gov/sfsp/handbooks](http://www.fns.usda.gov/sfsp/handbooks).

Documentation is vital to ensure maximum reimbursement. All aspects of the meal service must be documented to validate claims and procurements. Accuracy, organization and consistent maintenance of documents and recordkeeping concerning the various program segments also demonstrates positive VCA practices. **REMEMBER: If it isn’t documented, it didn’t happen. And, if it’s documented inaccurately, that’s how it did happen.**

### Dietary Substitutions/Modifications

There may be occasions when a child needs or wants a special meal modification or substitution. Some modifications and substitutions are required while others are encouraged.

**Required when:**
- ____________________________
- ____________________________

**Encouraged for:**
- ____________________________
- ____________________________
- ____________________________

Requirements regarding how modifications and substitutions relate to the meal pattern are outlined in the AGS. AGS p. 70
MEAL COMPONENTS

Milk

When serving milk, accurate ADP is important to help prevent waste. Powdered milk is never reimbursable and therefore should not be used. Ultra High Temperature Milk (UHT) is shelf stable and does meets program requirements, but should be used as a last resort. Children rarely find this form of milk acceptable.

Other requirements for milk include:

- An 8 oz. serving of fluid milk is required with every breakfast, lunch or supper for the meal to be reimbursable.
- At breakfast and snack, an 8 oz. serving of fluid milk may be served as a beverage, on cereal, or use part for each purpose.
- Milk can count as one of the two components for a reimbursable snack.
  - Juice may not be served with milk as a reimbursable snack. Another vegetable/fruit, grain, or meat/meat alternate must be served.
- Milk used in cooking does not contribute to a reimbursable meal.
- During Administrative Review, the amount of milk purchased should be comparable to the amount of meals served.
• If the local health department allows, declined milk can be recycled as long as the milk hasn’t been individually packaged, remains unopened and safety protocols are followed.

• If a child decides they do not want a milk they have taken as part of the reimbursable meal and the milk has not been opened, they may place it in a cooler labeled “Extra”.
  
  ▪ Some health departments may have limitations or not allow a “sharing table”
  ▪ If sharing tables are not allowed, the milk must be discarded
  ▪ Be sure to speak to your local health department to ensure to follow their food requirements

  ▪ If health department does allow declined milk to be “recycled”, CE should complete Record of Recycled Food form
  ▪ Form is available for download at the SummerFood.org website under the Summer Feeding Administration & Forms in the SFSP Forms table

Creditable Milk Items

Non-creditable Milk Items

Notes:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
Vegetables & Fruits

Vegetable and fruit requirements:

- Check ALL fruit drinks to ensure they are made with 100% real juice
  - Ensure serving size is appropriate for specific meal type

- When more than 1 vegetable and fruit is required, they cannot be from the same source, such as oranges and orange juice during the same meal

- Fresh, frozen, commercially canned; full-strength (100%) juice; or dried vegetables/fruits meet the vegetable/fruit requirement
- Fruit cups can be used but must be properly credited
  - ____________________________________________________________________
  - ____________________________________________________________________
  - ____________________________________________________________________

- Cooked dried beans, peas, or lentils can be counted as either a meat/meat alternate or as a vegetable/fruit but not both in the same meal
  - Cannot serve these items in a meal and count them as both a meat/meat alternate AND a vegetable
- If two vegetables are combined, such as peas and carrots, they count as one vegetable
  - Includes use in soups and stews
- Vegetable/fruit breads do not contain enough vegetable or fruit component per serving to be creditable
  - May be creditable as a grains serving
- Enriched or whole grain corn tortillas and chips (although made with corn) do not meet vegetable/fruit requirements
  - May be creditable as a grains serving

**Grains**

Grains are required to be whole-grain, enriched, or made from whole-grain or enriched meal or flour. Cereal products must be whole-grain, enriched or fortified. Bran and germ are credited the same way as enriched or whole-grain meals or flours to meet the requirements established by USDA. Whole-grain products incorporate the entire grain as part of the product while enriched products meet the Food and Drug Administration’s (FDA) standard of identity for levels of:
Whole-grain and enriched products can be identified within the product name on the label and usually including the word “whole” or “entire”. The ingredient statement on the package will also list “whole-grain” or “enriched” ingredients used.

Examples of creditable grains/breads include:

- Whole-grain or enriched breads, biscuits, rolls or muffins
- Cooked whole-grain/enriched macaroni or noodle products
- Whole-grain, enriched or fortified breakfast cereals (cooked, dry or cold)
- Fruit or vegetable breads such as banana, carrot, pumpkin, squash, or gingerbread
- Cookies or granola bars may be counted towards the grains/bread contribution if they contain the minimum amount of whole-grain or enriched flour
  - Cookies – snack only
  - Granola bars – breakfast and snack only
- Whole-grain rice or bread puddings

What is a grains/bread serving?

When serving grains products, it is essential that you know how much of the product to serve with each meal. Grains in Section 3 of the FBG Exhibit A are categorized in Groups A through I. Consider the items in Group A.

- If you are serving non-prepackaged mini-pretzels
  - Weigh-out a sufficient amount of product to determine how many or how much will equal 20 grams or 0.7 ounces
  - 1 serving = 20 gm or 0.7 oz.
- Once you have made the determination, you should document that it takes...
  - X amount of mini-pretzels as measured by a calibrated scale
- Once you have determined how much to serve, your staff can always ensure that a sufficient amount has been served so that the meal is reimbursable
- Additional information regarding different grain products and ingredients are also included in Section 3 of the FBG

Corn & Cereal

To be creditable as part of a reimbursable meal, corn products must be labeled as whole or enriched corn. Examples are:

Cereal must be whole-grain, enriched or fortified. If corn-derived, cereal must have one of these designators to verify the product meets USDA requirements:

• Must obtain a product analysis or formulation statement on company letterhead that indicates the type of corn used
• Pretzels are creditable at any meal service if they are made from whole-grain or enriched flours or meal
• To be creditable, cereal must be any whole grain, enriched, fortified or the first ingredient listed on the ingredient statement must be a whole-grain ingredient
• Examples of first ingredients listed on an ingredient statement:
  o ________________________________
  o ________________________________
  o ________________________________
Meat/Meat Alternates

Meat/meat alternates are required at lunch and supper, however are considered an extra at breakfast. If served at breakfast, they do not count towards the requirements for a reimbursable meal.

Meat/meat alternates must be a minimum 2 oz. edible cooked portion. Vegetable protein products may also count as meeting part of the meat/meat alternate requirement. A Child Nutrition (CN) label or manufacturers product formulation/analysis statement is required for combination meat/meat alternate products.

Cooked dry beans/lentils can be counted as either a meat/meat alternate or a vegetable, but cannot be considered both during the same meal.

Nut or seed butters may be used as meat/meat alternates in the following ratios:

- __________ = __________
- __________ = __________

Nuts or seeds themselves can only meet 50% of the meat/meat alternate requirement and 1 ounce of nuts or seeds = 1 ounce of meat. In this instance, you must add another ounce of meat, cheese or some other creditable meat alternate.

Eggs may be used to meet all or part of the meat/meat alternate requirement for lunch, supper or snacks. Meat/meat alternates served at breakfast are considered extras and do not count toward meeting the meal pattern requirements for that meal type.

Luncheon meats (including frankfurters) must be “all meat” and cannot contain binders or extenders (i.e., nonfat dry milk, cereal or dried whole milk, are listed on the ingredient list). Most whole cheeses also contribute toward the meat/meat alternate requirement. Refer to the FBG to reference meal contributions for cheese.

Offer vs. Serve

Offer vs. Serve is a serving option for CEs and a concept that applies to menu planning and meal service which allows children to decline some of the food offered in a reimbursable breakfast, lunch, or supper. OBS is not allowed at snack. When utilizing the Offer vs. Serve provision, the following rules apply:

- SFAs using the NSLP or School Breakfast Program meal patterns must follow the Offer vs. Serve requirements for those programs
• All CEs using the SFSP meal pattern are required to follow SFSP Offer vs. Serve requirements. All food components in the required minimum serving sizes must be offered. Below is a list of definitions to help in understanding OVS.
  o A food component is one of the food groups that complete a reimbursable breakfast, lunch, and supper meals. Sites must always offer all the food components that comprise a reimbursable meal in at least the minimum required amounts.
  o A food item is a specific food offered within the food components comprising the reimbursable meal
  o A combination food contains more than one food item from different food components that cannot be separated (e.g., cheese pizza, burritos)

• SFSP Breakfast OVS Requirements
  o The following four food items must be offered:
    ▪ One serving of vegetable/fruit
    ▪ One serving of grains
    ▪ One serving of fluid milk, and
    ▪ One additional serving of vegetable/fruit, grains, or a serving of a meat/meat alternate
    ▪ All the food items offered must be different from each other
  o A child must take at least three of the four food items offered.

• SFSP Lunch/Supper OVS Requirement
  o The following four food components must be offered through at least five different food items
    ▪ One serving of meat/meat alternate
    ▪ Two servings of vegetable and/or fruit (two different food items)
    ▪ One serving of grains, and
    ▪ One serving of fluid milk
  o Lunch/supper requirements differ from breakfast in that a child must take at least three food components (rather than items) listed above from the five items offered. Three components are required.

• Offer vs. Serve may be implemented for breakfast, lunch or supper only
• Offering 2 servings of the same food items is not permissible under OVS in SFSP. All food items offered must be different from each other.
If a CE wants to use OVS, it must be indicated on the application when entering the sites. Consider this option carefully as the CE must provide enough of each meal component to ensure each child can receive a required serving portion.
SFSP Reimbursable Meals

Consider the following menus and determine which meals meet SFSP meal pattern requirements, place a “✓” by your selections. All menu items are allowable food items.

1. Meal Service: Lunch/Supper

<table>
<thead>
<tr>
<th>Menu A</th>
<th>Menu B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 oz sliced turkey breast</td>
<td>1 oz sliced turkey breast</td>
</tr>
<tr>
<td>2 slices enriched white bread</td>
<td>2 slices enriched white bread</td>
</tr>
<tr>
<td>1 oz cheddar cheese</td>
<td>1 oz cheddar cheese</td>
</tr>
<tr>
<td>½ cup baby carrots</td>
<td>¼ cup baby carrots</td>
</tr>
<tr>
<td>½ cup diced pears</td>
<td>½ cup diced pears</td>
</tr>
<tr>
<td>½ pint milk</td>
<td>½ pint milk</td>
</tr>
</tbody>
</table>

2. Meal Service: Breakfast

<table>
<thead>
<tr>
<th>Menu A</th>
<th>Menu B</th>
</tr>
</thead>
<tbody>
<tr>
<td>¼ cup fried diced potatoes</td>
<td>¼ cup fried diced potatoes</td>
</tr>
<tr>
<td>¼ cup scrambled egg</td>
<td>¼ cup scrambled egg</td>
</tr>
<tr>
<td>¼ cup shredded cheddar cheese</td>
<td>¼ cup shredded cheddar cheese</td>
</tr>
<tr>
<td>1 whole-grain tortilla</td>
<td>1 whole-grain tortilla</td>
</tr>
<tr>
<td>1 cup milk</td>
<td>½ cup orange juice</td>
</tr>
<tr>
<td>1 cup milk</td>
<td>1 cup milk</td>
</tr>
</tbody>
</table>

3. Meal Service: Snack

<table>
<thead>
<tr>
<th>Menu A</th>
<th>Menu B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 oz low-fat mozzarella cheese stick</td>
<td>1 oz low-fat mozzarella cheese stick</td>
</tr>
<tr>
<td>¾ cup apple slices</td>
<td>¾ cup apple slices</td>
</tr>
<tr>
<td>8 oz milk</td>
<td></td>
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</tbody>
</table>
CREDITABLE FOODS RESOURCES

Whether preparing meals or purchasing them from a vendor, the USDA Food Buying Guide (FBG) is a valuable resource. It is the principle tool for SFSP sponsors to determine the specific contribution each food makes toward the meal pattern requirements for food produced on site or for food purchased commercially. The FBG also helps sponsors calculate and buy the right amount of food and the appropriate type of food. See the Nutrition Guidance for Sponsors for additional information. It is also an excellent resource to help build menus and standardized recipes. Some CEs call it their kitchen “bible”.

The FBG is updated regularly so it is no longer available in print. The FBG is available for download at SummerFood.org. TDA offers Kitchen Math and Food Buying Guide classes through the ESCs around Texas that train on the proper use of the FBG. The classes are free, 3 hours in length and often offered on the same day.

There are two FBGs for USDA’s child nutrition programs. SFSP utilizes the FBG for Child Nutrition Programs and not the FBG for School Meal Programs. Please ensure you use the proper FBG.

There is also an online FBG Calculator located at http://fbg.nfsmi.org/. The calculator helps to determine creditable foods, the amount actually used, the purchase amount and develops a shopping list.

When reviewing a page from the FBG, it is important to understand what you are looking at. Looking at the first item listed:

- Column 1 lists the food item as it would be purchased. This item is Corn, canned, whole kernel. This type of item would be purchased by the can.
- Column 2 lists the purchase unit. In this case, the corn is purchased by either the No. 10 or No. 2 can.
- Column 3 lists how many servings you can expect per the purchase unit. You can expect to get 34.1 heated servings from a No. 10 can.
- Column 4 shows the serving size per meal contribution. In this example, the 34.1 servings would be ¼ cup heated, drained servings.
- Column 5 identifies how many of the purchase unit would need to be purchased for 100 servings. In this example, 3 cans of corn would need to be purchased to yield 100 ¼ cup heated, drained servings.
- Column 6 provides any additional information regarding the item. In this example, each No. 10 can of corn, purchased as identified, yields 60.5 oz. or 8 ½ cups of heated, drained corn.

Notice there are references to ¼ cup servings. If you are in need of ½ cup servings, you will need to double the ¼ cup portion in your calculation. It may be necessary to increase or decrease amounts to fulfill the meal pattern requirements.

When working with the FBG, there is an easy formula to use for calculating the necessary purchase amount that will yield the number of servings necessary. The formula is the number of servings needed divided by the number of servings per purchase unit. This formula is your key to determining how much bulk food to purchase and prepare. This formula will work with any type of food product, whether fresh, frozen, dried or canned.

Formula: \[ \frac{\text{# of servings needed}}{\text{# of servings per purchase unit}} = \text{amount to purchase or prepare} \]

Now it’s your turn. Using the FBG page provided, calculate the amount of beef, ground, fresh or frozen, no more than 10% fat to purchase for 246 2 oz. servings.

Calculation:

_________________________
_________________________

Notes:

_________________________
_________________________
COMMERCIALLY PREPARED FOODS

Commercially prepared combination foods are highly accepted by children. Examples include:

- ____________________________
- ____________________________
- ____________________________
- ____________________________

These foods can contribute towards a reimbursable meal and offer a time and cost savings if purchased in bulk, but must be documented properly. Specifically, you will need to document that the food contains the minimum amounts of:

- ____________________________
- ____________________________
- ____________________________

Child Nutrition (CN) labels or a manufacturer’s analysis/product formulation statements are the necessary documentation that will need to be retained in your files (following SFSP document retention requirements) to verify the meal in which the items are used does meet at least the required meal minimums. CN Labels are only available for items that contribute towards the meat/meat alternate component of the meal pattern.

Child Nutrition (CN) Labels

CN Labels show how a product contributes toward the meal pattern requirements and they will always contain:

- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________

CN labels are placed on the product packaging by the food manufacturer through a voluntary program. If a CN label is not available on a combination food you would like to use in your meal service, you can contact the manufacturer and request a manufacturer’s formulation or product analysis statement.
To verify CN labels, visit http://www.fns.usda.gov/cnlabeling/authorized-manufacturers-and-labels and click on the link for USDA/USDC Authorized CN Labels to open the PDF of currently approved CN Labels.
CN Label Practice

Review each CN Label shown and determine the items necessary to make a reimbursable meal.

1. Meal Service: Lunch/Supper

Each 4.00 oz. (Raw) Pigburger Patty when cooked provides 2.25 oz. equivalent meat for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement Authorized by the Food and Nutrition Service, USDA 12/11.)

2. Meal Service: Breakfast

Each 2.67 oz. Foster Farms Pancake Batter Wrapped Turkey and Soy Protein Link provides 1 oz. equivalent meat/meat alternate and 1 oz. equivalent grains for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement Authorized by the Food and Nutrition Service, USDA 02/14.)

3. Meal Service: Lunch/Supper

Eleven .353 oz. fully cooked breaded popcorn chicken provides 2.0 oz. equivalent meat/meat alternate and .75 serving bread alternate for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement Authorized by the Food and Nutrition Service, USDA 03/06.)
**NON-REIMBURSABLE MEALS**

CEs may only claim reimbursement for meals that meet SFSP requirements. USDA has provided a list of meals that are not reimbursable. This list includes:

- Meals not served as a complete unit
  - Exception: _________________________________
- Meal patterns or types not approved by TDA
- Meals served at sites not approved by TDA
- Meals consumed off-site, except in the case of approved field trips
  - Exception: _________________________________
- More than 1 meal served to a child at a time
- 2
d meals in excess of 2% of the number of 1st meals served by type, for all sites, during the claiming period
  - Note: _________________________________
- Meals served outside of approved timeframes or approved dates of operation
  - Example: _________________________________
- Meals served to ineligible children in camps (those not meeting eligibility guidelines for free or reduced price school meals)
- Meals that are spoiled or damaged
- Meals served in excess of the site’s approved level of meal service
  - Note: _________________________________
- Meals missing/inadequate components
- Meals that were not served
- Meals served to anyone other than eligible participants

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AGS p. 140-141
**HEALTH & SAFETY**

Ensuring the health and safety of participants and staff is a significant responsibility CEs, TDA and USDA take very seriously. CEs must certify that they meet all application State and local health, safety, and sanitation standards. To ensure safety to the greatest extent possible, TDA and USDA have developed the following guidelines:

- Notify the local health department prior to the start of program operations with the locations and serving times for each site in writing
  - At application, CEs must submit to TDA a copy of the notification to the local health department(s) that have jurisdiction over each site
- Train staff on sanitation and food safety
  - Local health department may offer training
  - Certified Food Handlers License recommended
- To ensure food safety, CEs may use Form H1639 Temperature Record to record the temperature of coolers and freezers that are used to store foods
  - Available for download on SummerFood.org
  - Information regarding food safety is available in the USDA Nutrition Guidance for Sponsors
  - Safety information regarding leftover meals or components and donated food is available in the AGS
- Ensure all sites have an extreme weather conditions contingency plan for periods of inclement weather including excessive heat and thunderstorms
  - USDA has extended the demonstration project for non-congregate feeding for summers 2015 and 2016
    - CEs must notify TDA of intent to participate in the demonstration project and identify those sites lacking temperature-controlled alternative sites in the site application
- The Site Supervisor’s Guide has a tip sheet on food safety rules
Daily Menu Production Worksheet Activity for a Reimbursable Lunch

The next several pages include a Daily Menu Production Worksheet, CN Label, Nutrition Facts information and FBG pages. All of this information will help you complete the Daily Menu Production Worksheet. The meal service will be Lunch and the menu is chicken nuggets, baby carrots, apple, animal crackers and milk. Lunches need to be prepared for 75 child participants and no program or non-program adults. The sponsor’s name is SGBarron Cares and the site is 1700 Congress Ave., Austin. You will be given 20 minutes to review the information and complete Row 1 and Columns 2-5.
<table>
<thead>
<tr>
<th>Date (1):</th>
<th>Sponsor:</th>
<th>Site:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meal Pattern</strong></td>
<td><strong>Menu (2)</strong></td>
<td><strong>Food Item Used (3)</strong></td>
</tr>
<tr>
<td><strong>Breakfast</strong></td>
<td>Milk, Fluid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Juice or Fruit or Vegetable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grain/Bread</td>
<td></td>
</tr>
<tr>
<td><strong>AM Snack</strong></td>
<td>(Select 2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Milk, Fluid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Juice or Fruit or Vegetable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grain/Bread</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meat/Meat Alternate</td>
<td></td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>Milk, Fluid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vegetable and/or Fruit (2 or more)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grain/Bread</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meat/Meat Alternate</td>
<td></td>
</tr>
<tr>
<td><strong>PM Snack</strong></td>
<td>(Select 2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Milk, Fluid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Juice or Fruit or Vegetable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grain/Bread</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meat/Meat Alternate</td>
<td></td>
</tr>
<tr>
<td><strong>Supper</strong></td>
<td>Milk, Fluid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vegetable and/or Fruit (2 or more)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grain/Bread</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meat/Meat Alternate</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Comments:**
Tyson Homestyle Chunks CN Label

Five 0.63 oz. fully cooked breaded chicken chunk-shaped patties provides 2.00 oz. equivalent meat/meat alternate and 1 serving bread alternate for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 08-88.)

Keebler Animal Crackers

Nutrition Facts
Serving Size 29g package (29g)

<table>
<thead>
<tr>
<th>Amount Per Serving</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories</td>
<td>130</td>
</tr>
<tr>
<td>Calories from Fat</td>
<td>35</td>
</tr>
<tr>
<td>% Daily Values*</td>
<td></td>
</tr>
<tr>
<td>Total Fat</td>
<td>4g</td>
</tr>
<tr>
<td>Saturated Fat</td>
<td>1g</td>
</tr>
<tr>
<td>Polyunsaturated Fat</td>
<td>1g</td>
</tr>
<tr>
<td>Monounsaturated Fat</td>
<td>1.5g</td>
</tr>
<tr>
<td>Trans Fat</td>
<td>0g</td>
</tr>
<tr>
<td>Cholesterol</td>
<td>0mg</td>
</tr>
<tr>
<td>Sodium</td>
<td>110mg</td>
</tr>
<tr>
<td>Total Carbohydrate</td>
<td>21g</td>
</tr>
<tr>
<td>Dietary Fiber</td>
<td>2g</td>
</tr>
<tr>
<td>Sugars</td>
<td>8g</td>
</tr>
<tr>
<td>Protein</td>
<td>2g</td>
</tr>
<tr>
<td>Vitamin A</td>
<td>0%</td>
</tr>
<tr>
<td>Vitamin C</td>
<td>0%</td>
</tr>
<tr>
<td>Calcium</td>
<td>10%</td>
</tr>
<tr>
<td>Iron</td>
<td>6%</td>
</tr>
</tbody>
</table>

* Percent Daily Values are based on a 2000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

Ingredients: Enriched Flour (Wheat Flour, Niacin, Reduced Iron, Thiamin Mononitrate [Vitamin B1], Riboflavin [Vitamin B2], Folic Acid), Sugar, Vegetable Oil (Soybean And Palm Oil With Tbhq For Freshness), Degerminated Yellow Corn Flour, High Fructose Corn Syrup, Contains Two Percent Or Less Of Calcium Carbonate, Salt, Leavening (Baking Soda, Sodium Acid Pyrophosphate), Natural Flavor (Contains Milk), Soy Lecithin, Molasses.
### Section 2—Vegetables/Fruits

<table>
<thead>
<tr>
<th>Food As Purchased, AP</th>
<th>Purchase Unit</th>
<th>Servings per Purchase Unit, EP</th>
<th>Serving Size per Meal Contribution</th>
<th>Purchase Units for 100 Servings</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CARROTS (continued)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrots, fresh Sliced Peeled Ready-to-use</td>
<td>Pound</td>
<td>12.6</td>
<td>1/4 cup raw vegetable slices (5/16-inch slices)</td>
<td>8.0</td>
<td>1 lb AP = 1 lb (about 3-1/8 cups) ready-to-serve or -cook carrot</td>
</tr>
<tr>
<td>Carrots, fresh Sticks Ready-to-use (1/2 inch by 4-inch)</td>
<td>Pound</td>
<td>15.4</td>
<td>1/4 cup raw vegetable (about 3 sticks)</td>
<td>6.5</td>
<td>1 lb AP = 1 lb (about 3-3/4 cups) carrot sticks</td>
</tr>
<tr>
<td>Carrots, fresh Baby Ready-to-use</td>
<td>Pound</td>
<td>12.9</td>
<td>1/4 cup raw vegetable</td>
<td>7.8</td>
<td>1 lb AP= 1 lb (about 3-1/8 cups) ready-to-serve raw carrots</td>
</tr>
<tr>
<td>Carrots, canned Diced Includes USDA Commodity</td>
<td>No. 10 can (105 oz)</td>
<td>34.3</td>
<td>1/4 cup heated, drained vegetable</td>
<td>3.0</td>
<td>1 No. 10 can = about 62.0 oz (8-1/2 cups) heated, drained carrots</td>
</tr>
<tr>
<td></td>
<td>No. 10 can (105 oz)</td>
<td>40.0</td>
<td>1/4 cup drained vegetable</td>
<td>2.5</td>
<td>1 No. 10 can = about 67.0 oz (10 cups) drained, unheated carrots</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>5.22</td>
<td>1/4 cup heated, drained vegetable</td>
<td>19.2</td>
<td>1 lb AP= 0.97 lb (about 2-3/4 cups) cooled carrots</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>6.09</td>
<td>1/4 cup drained vegetable</td>
<td>16.5</td>
<td>1 lb AP= 0.97 lb (about 2-3/4 cups) cooled carrots</td>
</tr>
<tr>
<td>Carrots, canned Sliced Includes USDA Commodity</td>
<td>No. 10 can (105 oz)</td>
<td>37.2</td>
<td>1/4 cup heated, drained vegetable</td>
<td>2.7</td>
<td>1 No. 10 can = about 65.0 oz (9-1/4 cups) heated, drained carrot</td>
</tr>
<tr>
<td></td>
<td>No. 10 can (105 oz)</td>
<td>43.4</td>
<td>1/4 cup drained vegetable</td>
<td>2.4</td>
<td>1 No. 10 can = about 70.0 oz (10-3/4 cups) drained, unheated carrots</td>
</tr>
<tr>
<td></td>
<td>No. 300 can (15 oz)</td>
<td>5.20</td>
<td>1/4 cup heated, drained vegetable</td>
<td>19.3</td>
<td>1 No. 300 can = about 8.6 oz (1-1/4 cups) heated, drained carrots</td>
</tr>
<tr>
<td></td>
<td>No. 300 can (15 oz)</td>
<td>5.88</td>
<td>1/4 cup drained vegetable</td>
<td>17.1</td>
<td>1 No. 300 can = about 8.5 oz (1-3/8 cups) drained, unheated carrots</td>
</tr>
</tbody>
</table>

---

*Food Buying Guide for Child Nutrition Programs Revised November 2001*
## Food Buying Guide for Child Nutrition Programs

### Section 2

#### Vegetables/Fruits

<table>
<thead>
<tr>
<th>Food As Purchased, AP</th>
<th>Purchase Unit</th>
<th>Servings per Purchase Unit, EP</th>
<th>Serving Size per Meal Contribution</th>
<th>Purchase Units for 100 Servings</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPLES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apples, fresh</td>
<td>Pound</td>
<td>14.8</td>
<td>1/4 cup raw, unpeeled fruit</td>
<td>6.8</td>
<td>1 lb AP = 0.91 lb (3-2/3 cups) ready-to-cook or -serve raw, cored, unpeeled apple</td>
</tr>
<tr>
<td>125-139 count Whole</td>
<td>Pound</td>
<td>3.00</td>
<td>1 baked apple (about 1/2 cup cooked fruit)</td>
<td>33.4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>11.4</td>
<td>1/4 cup raw, cored, peeled fruit</td>
<td>8.8</td>
<td>1 lb AP = 0.78 lb (about 2-3/4 cups) ready-to-cook or -serve raw, cored, peeled apple</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>6.80</td>
<td>1/4 cup cored, peeled, cooked, unsweetened fruit</td>
<td>14.8</td>
<td>1 lb AP = 0.78 lb (about 1-3/4 cups) cored, peeled, cooked apple</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>5.80</td>
<td>1/4 cup cooked, sieved unsweetened fruit</td>
<td>17.3</td>
<td></td>
</tr>
<tr>
<td>Apples, fresh</td>
<td>Pound</td>
<td>15.6</td>
<td>1/4 cup raw, unpeeled fruit</td>
<td>6.5</td>
<td>1 lb AP = 0.93 lb (about 3-7/8 cups) ready-to-cook or -serve raw, cored, unpeeled apple</td>
</tr>
<tr>
<td>100 count Whole</td>
<td>No. 10 can (100 oz)</td>
<td>50.4</td>
<td>1/4 cup fruit and juice</td>
<td>2.0</td>
<td>1 No. 10 can ~ about 89.0 oz (11-7/8 cups) drained apple</td>
</tr>
<tr>
<td></td>
<td>Pound</td>
<td>8.06</td>
<td>1/4 cup fruit and juice</td>
<td>12.5</td>
<td></td>
</tr>
<tr>
<td>Apples, canned</td>
<td>Pound</td>
<td>12.7</td>
<td>1/4 cup tempered fruit</td>
<td>7.9</td>
<td>1 lb AP = 0.99 lb (about 3-1/8 cups) tempered ready-to-cook or serve apples</td>
</tr>
<tr>
<td>Slices</td>
<td>No. 10 can (100 oz)</td>
<td>8.80</td>
<td>1/4 cup heated fruit</td>
<td>11.4</td>
<td></td>
</tr>
<tr>
<td>Solid pack</td>
<td>Pound</td>
<td>8.80</td>
<td>1/4 cup heated fruit</td>
<td>11.4</td>
<td></td>
</tr>
<tr>
<td>Includes USDA Commodity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apples, frozen</td>
<td>Pound</td>
<td>21.1</td>
<td>1/4 cup dehydrated fruit</td>
<td>4.8</td>
<td>1 lb AP ~ about 5-1/4 cups dehydrated apple</td>
</tr>
<tr>
<td>Sliced, IQF</td>
<td>No. 10 can (100 oz)</td>
<td>28.7</td>
<td>1/4 cup cooked fruit</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>Includes USDA Commodity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 2—Vegetables/Fruits 2-7
### FCS Instruction 783.1 Rev 2: Exhibit A

**Grains/Breads for the Food-Based Menu Planning Alternatives in the Child Nutrition Programs**

<table>
<thead>
<tr>
<th>Group A</th>
<th>Minimum Serving Size for Group A</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Bread type coating</td>
<td>1 serving = 20 gm or 0.7 oz</td>
</tr>
<tr>
<td>• Bread sticks (hard)</td>
<td>3/4 serving = 15 gm or 0.5 oz</td>
</tr>
<tr>
<td>• Chow mein noodles</td>
<td>1/2 serving = 10 gm or 0.4 oz</td>
</tr>
<tr>
<td>• Crackers (saltines and snack crackers)</td>
<td>1/4 serving = 5 gm or 0.2 oz</td>
</tr>
<tr>
<td>• Croutons</td>
<td></td>
</tr>
<tr>
<td>• Pretzels (hard)</td>
<td></td>
</tr>
<tr>
<td>• Stuffing (dry) Note: weights apply to bread in stuffing.</td>
<td></td>
</tr>
<tr>
<td><strong>Group B</strong></td>
<td>Minimum Serving Size for Group B</td>
</tr>
<tr>
<td>• Bagels</td>
<td>1 serving = 25 gm or 0.9 oz</td>
</tr>
<tr>
<td>• Biscuits</td>
<td>3/4 serving = 19 gm or 0.7 oz</td>
</tr>
<tr>
<td>• Breads (white, wheat, whole wheat, French, Italian)</td>
<td>1/2 serving = 13 gm or 0.5 oz</td>
</tr>
<tr>
<td>• Buns (hamburger and hot dog)</td>
<td>1/4 serving = 6 gm or 0.2 oz</td>
</tr>
<tr>
<td>• Crackers (raham crackers - all shapes, animal crackers)</td>
<td></td>
</tr>
<tr>
<td>• Egg roll skins</td>
<td></td>
</tr>
<tr>
<td>• English muffins</td>
<td></td>
</tr>
<tr>
<td>• Pita bread (white, wheat, whole wheat)</td>
<td></td>
</tr>
<tr>
<td>• Pizza crust</td>
<td></td>
</tr>
<tr>
<td>• Pretzels (soft)</td>
<td></td>
</tr>
<tr>
<td>• Rolls (white, wheat, whole wheat, potato)</td>
<td></td>
</tr>
<tr>
<td>• Tortillas (wheat or corn)</td>
<td></td>
</tr>
<tr>
<td>• Tortilla chips (wheat or corn)</td>
<td></td>
</tr>
<tr>
<td>• Taco shells</td>
<td></td>
</tr>
<tr>
<td><strong>Group C</strong></td>
<td>Minimum Serving Size for Group C</td>
</tr>
<tr>
<td>• Cookies² (plain)</td>
<td>1 serving = 31 gm or 1.1 oz</td>
</tr>
<tr>
<td>• Cornbread</td>
<td>3/4 serving = 23 gm or 0.8 oz</td>
</tr>
<tr>
<td>• Corn muffins</td>
<td>1/2 serving = 16 gm or 0.6 oz</td>
</tr>
<tr>
<td>• Croissants</td>
<td>1/4 serving = 8 gm or 0.3 oz</td>
</tr>
<tr>
<td>• Pancakes</td>
<td></td>
</tr>
<tr>
<td>• Pie crust (dessert pies¹, fruit turnovers¹, and meat/meat alternate pies)</td>
<td></td>
</tr>
<tr>
<td>• Waffles</td>
<td></td>
</tr>
</tbody>
</table>

¹The following foods are whole-grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ.  
²Some of the following foods, or their accompaniments may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.  
³Allowed only for desserts under the enhanced food-based menu planning alternative specified in 7 CFR Part 210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP.  
⁴Allowed for desserts under the enhanced food-based menu planning alternative specified in 7 CFR Part 210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SBP, SFSP, and CACFP.
## Food Buying Guide for Child Nutrition Programs

### Section 4

#### Milk

<table>
<thead>
<tr>
<th>Food As Purchased, AP</th>
<th>Serving Unit</th>
<th>Servings per Purchase Unit, EP</th>
<th>Serving Size per Meal Contribution</th>
<th>Purchase Units for 100 Servings</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MILK, FLUID</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milk, fluid</td>
<td>Gallon</td>
<td>16.0</td>
<td>1/2 pint milk (1 cup milk)</td>
<td>6.3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gallon</td>
<td>21.3</td>
<td>3/4 cup milk</td>
<td>4.7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gallon</td>
<td>32.0</td>
<td>1/2 cup milk</td>
<td>3.2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quart</td>
<td>4.0</td>
<td>1/2 pint milk (1 cup milk)</td>
<td>25.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quart</td>
<td>5.3</td>
<td>3/4 cup milk</td>
<td>18.9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quart</td>
<td>8.0</td>
<td>1/2 cup milk</td>
<td>12.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/2 pint (8 fl oz)</td>
<td>1.0</td>
<td>1/2 pint milk</td>
<td>100.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/4 cup (6 fl oz)</td>
<td>1.0</td>
<td>3/4 cup milk</td>
<td>100.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/2 cup (4 fl oz)</td>
<td>1.0</td>
<td>1/2 cup milk</td>
<td>100.0</td>
<td></td>
</tr>
</tbody>
</table>
## Module 3: Site Operations

<table>
<thead>
<tr>
<th>Topic</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 3 Site Operations</td>
<td>Participants will examine the necessary criteria regarding site operations and be able to successfully implement site operation requirements.</td>
</tr>
<tr>
<td>Site Eligibility</td>
<td></td>
</tr>
<tr>
<td>Site Visits &amp; Reviews</td>
<td></td>
</tr>
<tr>
<td>Staff Training</td>
<td></td>
</tr>
<tr>
<td>Civil Rights</td>
<td></td>
</tr>
</tbody>
</table>
**SITE ELIGIBILITY**

Sites are defined as locations where meals are served to and eaten by children in a supervised congregate setting. Sites must serve children in low-income areas where 50% or more of the children residing in the area are eligible for free or reduced-price school meals, otherwise known as the 50% rule.

Not all sites or locations within a community will be area eligible. To prove area eligibility, the percentage must be documented. The two primary sources of data used to determine a site’s area eligibility are school data and census data. When documenting site eligibility, either data method is acceptable.

School Data

- Data should be based on the percentage of children in the area that are certified eligible for free or reduced-price school meals
- It is important to ensure the information is for the number of children eligible and not the actual number of children who participated in the free or reduced-price school meals
- CEs should use data from nearby elementary, middle or high school campuses to qualify sites
  - When using campus data, the site must be located within the campus attendance zone
- Individual school data must be used to determine area eligibility for SFSP, even if schools are participating in CEP as part of a group of schools or a school district and claiming meals with a shared identified student percentage (ISP)
- School district free and reduced-price data is also available at TXUNPS.TexasAgriculture.gov under Download Forms and on SummerFood.org on the Administration and Forms webpage in the SFSP Forms table. The list is titled “2014-2015 PEIMS School Data” on SummerFood.org and in TX-UNPS.
- Once area eligibility is established with school data, the duration of determination for site eligibility is five years.

There are also opportunities to work with local schools and even partner with them. CEs are encouraged to meet with schools to see if the schools will be operating a summer nutrition program. If so, which campuses, meals and times? Schools with 50% of children eligible for free or reduced-price meals are required to operate a summer nutrition program for 30 calendar days. Schools have the option to collaborate with community CEs to operate those 30 calendar days on their behalf.
CEs may also use census data to verify site eligibility. Census data is useful because there are occasions when it can help identify “pockets of poverty”.

- Large schools attendance area obscures local “pockets of poverty”
- Portions of the school’s attendance area may be program eligible
  - Children are bussed into the attendance zone skew school data
  - School is unable to exclude the children from other areas when providing school eligibility data

The Census Bureau provides USDA Food and Nutrition Services data specific to SFSP criteria. The information is updated and provided annually. SFSP sites that choose to establish eligibility using census data are required to use the most recent data available. When census data is used to verify site eligibility, the duration of the eligibility is valid for 5 years. Census Block Group data may assist CEs to more accurately document the area eligibility of their proposed sites.

CEs should not compete to serve sites or target children in the same geographical area, so as to avoid an overlap in service. It is important that a CE evaluate the need of an area it intends to serve. However, there are situations in which sites in close proximity might serve different groups of children, such as a physical barrier like a highway or construction sites.

**Sponsor/Site Agreement**

If a sponsor plans to administer a Program at sites not legally affiliated with their organization (for example, at recreation programs or vacation Bible schools), the sponsor should enter into an agreement with the site supervisor or responsible site official. The agreement should list, in specific terms, the responsibilities of the site supervisor, which will make it easier for the site supervisor to understand his/her duties.

However, the agreement does not relieve the sponsor of final administrative and financial responsibility for operating the SFSP at the site, including its responsibility to maintain contact with meal service staff, ensure that there is adequately trained meal service staff on site, and monitor site operations.
SITE VISITS & REVIEWS

Efficient and capable monitoring staff are essential for any program to be successful. Monitors serve as a direct link between the CE's headquarters and the actual food service sites. Establishing an effective monitoring plan will help prevent problems from occurring and will make it easier to correct any problems that may arise. Monitors are the eyes and ears of the CE and need to be trustworthy. The USDA Monitor’s Guide has valuable information regarding monitor responsibilities and site forms. CE's are responsible to:

- Design a system for review of returned monitor reports as they are submitted
- Review all reports of visits/reviews and take any necessary corrective action
- Hire committed and capable staff/volunteers
- Provide clear policies, procedures, position descriptions and training for all aspects of the program including Civil Rights

When operating sites, the review process is vital. USDA requires a minimum of visits and reviews for all sites.

- Pre-Operational Visits must be conducted prior to the start of the program to ensure the site is able to accommodate the meal service and is safe
- First Week Site Visits require a monitor to observe that the food service is operating smoothly and problems are resolved immediately within the first week of operation.
- Site Reviews are in-depth reviews and require observation of all phases of meal service.
- Problem sites include but are not limited to:
  - ____________________________________________________
  - ____________________________________________________
- Pre-operational visits must be conducted at all new sites and all problem sites
  - ____________________________________________________
  - ____________________________________________________
Site Visits must be conducted at all new sites and all problem sites
  o ________________________________
  o ________________________________

Site Reviews must be conducted at all sites
  o ________________________________
  o ________________________________

To increase familiarity with the monitoring forms, you will be given 30 minutes to complete each of the forms with the information provided below.

SFSP Pre-Operational Visit Form

  Site Name: SFA Bldg. North Side
  Site Number: 1002
  Site Address: 1700 Congress Ave.
  Person to Contact: Jane Archer
  Type of Site: Recreation Center
  Estimated number of children site could serve: 50
  Estimated number of needy children: 230
  Estimated number of personnel needed: 4
  Is another site needed? No
  Are the present facilities adequate? Yes
  Shelter? Yes
  Adequate food storage: Yes
  Storage for records: Yes
  Adequate refrigeration: Yes
  Access to a telephone: Yes
  Activities: Organized outside games such as scooter races, dodge ball, basketball, four square, etc.
  Signature: Chance Barron on 05/20/2016

Considering the site, come up with the improvements or corrective actions needed before site operates.
## SFSP PRE-OPERATIONAL VISIT WORKSHEET

<table>
<thead>
<tr>
<th>Site name:</th>
<th>Site number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site address:</td>
<td></td>
</tr>
<tr>
<td>Site telephone number:</td>
<td></td>
</tr>
<tr>
<td>Person to contact for use of site:</td>
<td></td>
</tr>
</tbody>
</table>

**Type of site (check appropriate type):**
- [ ] Recreation Center
- [ ] School
- [ ] Church
- [ ] Playground
- [ ] Settlement house
- [ ] Park
- [ ] Residential camp
- [ ] Play street
- [ ] Other

**Estimated number of children the site could serve:**

**Estimated number of needy children in area:**

**Estimated number of personnel needed to adequately control the food service:**

**Is another site needed in this area?**  [ ] Yes  [ ] No

**Are the present facilities adequate for an organized meal service?**  [ ] Yes  [ ] No

If answer is no, comments:

**For the estimated number of children, does the site have:**

- [ ] Yes
- [ ] No

- Shelter for inclement weather?
- Adequate cooking facilities (if applicable)?
- Adequate storage for prepared or delivered food?
- Storage space for records at site?
- Adequate refrigeration?
- Access to a telephone?

**What type of organized activities are possible or planned at this site?**

**Improvements or corrective actions needed before site operates:**

**Monitor’s Signature**  
**Date**
SFSP First Week Site Visit Form

- Date of visit: Today’s date
- Sponsor: SGBarron Cares
- Site: SFA Bldg., North Side
- Site Contact: Jane Archer, Site Supervisor
- Site Address: 1700 Congress Ave.
- Site Staff: Jane Archer, Sam Boyd, Mike Caplan, Carole Donovan
- Has supervisor attended training? Yes
- Are meals being counted and signed for? Yes
- Are all records being completed? Yes
- Do meals meet meal pattern requirements? Yes
- Is there proper sanitation/storage? No, there are not adequate trash cans for the meal service
- Is the site supervisor following procedures? Yes
- Are all meals served and consumed onsite? Yes
- Is each meal served as a unit? Yes
- Are there any problems with delivery? No
- Is there documentation of children’s eligibility? Yes
- Is there a nondiscrimination poster? No
- Site Monitor: Chance Barron

Considering the site, list any problems that were noted during the visit, and any corrective actions that were initiated to eliminate the problems.
### SFSP FIRST WEEK VISIT FORM

| Date of site visit: _________ | Monitor’s arrival time: _______ | Departure time: _______
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Site name: __________________</td>
<td>Site Address: __________________</td>
<td></td>
</tr>
<tr>
<td>Discussion with site staff (list names):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Areas of Discussion</th>
<th>Notes and Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the site supervisor attended training session?</td>
<td></td>
</tr>
<tr>
<td>Are meals being counted and signed for?</td>
<td></td>
</tr>
<tr>
<td>Are all required records being completed?</td>
<td></td>
</tr>
<tr>
<td>Are meals served as second meals excessive?</td>
<td></td>
</tr>
<tr>
<td>Do meals meet meal pattern requirements?</td>
<td></td>
</tr>
<tr>
<td>Is there proper sanitation/storage?</td>
<td></td>
</tr>
<tr>
<td>Is the site supervisor following procedures established to make meal order adjustments?</td>
<td></td>
</tr>
<tr>
<td>Are meals served within appropriate time frames?</td>
<td></td>
</tr>
<tr>
<td>Are all meals served and consumed onsite? (Note if State Agency and sponsor allow fruits or vegetables to be taken off site.)</td>
<td></td>
</tr>
<tr>
<td>Is each meal served as a unit?</td>
<td></td>
</tr>
<tr>
<td>Are there any problems with delivery?</td>
<td></td>
</tr>
<tr>
<td>Is there documentation of children’s income eligibility, if applicable?</td>
<td></td>
</tr>
<tr>
<td>Is there an “And Justice for All” poster, provided by the sponsor, on display in a prominent place?</td>
<td></td>
</tr>
</tbody>
</table>

List any problems that were noted during the visit, and any corrective actions that were initiated to eliminate the problems:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Site Supervisor’s Signature  Date  Monitor’s Signature  Date
SFSP Site Review Form

- Sponsor: SGBarron Cares
- Site: 1002
- Site Contact: Jane Archer, Site Supervisor
- Site Address: 1700 Congress Ave.
- Telephone: 512/463-6324
- Date of review: 06/25/2015
- Monitor’s arrival time: 10:30 a
- Departure time: 12:45 p
- Site Supervisor: Jane Archer
- Open site: X
- ADP: 50
- Today’s attendance: 47 & 2 program adults
- Approved meal service time: 11:30 a – 12:30 p
- Approved level: Lunch 50
- Meals delivered: 50
- Milks from previous day: 0
- Time meals delivered: 10:45 a
- # of second meals: 0
- # of program adult meals: 2
- # of non-program adult meals: 0
- #1-5, 7-14, 16-25: Yes
- # 6 & 15: No

Most information is provided, complete the remainder of the form.
### SFSP SITE REVIEW FORM

NOTE: To be completed during first four weeks of operation.

<table>
<thead>
<tr>
<th>Sponsor:</th>
<th>Site:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Contact:</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
<tr>
<td>Site Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td>Date of review:</td>
</tr>
<tr>
<td>Monitor’s arrival time:</td>
<td>Departure time:</td>
</tr>
<tr>
<td>Site Supervisor:</td>
<td></td>
</tr>
</tbody>
</table>

Open site: _______ Camp site: _______ Average daily participation (if applicable): _____

Today’s attendance: _______ Approved meal service time: 

**Type(s) of meals reviewed:**

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Snack</th>
<th>Lunch</th>
<th>Snack</th>
<th>Supper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved level(s) of meal service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day of visit</th>
<th>Breakfast</th>
<th>AM Snack</th>
<th>Lunch</th>
<th>PM Snack</th>
<th>Supper</th>
</tr>
</thead>
<tbody>
<tr>
<td># meals delivered (if applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># meals/milk from previous day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time meals delivered (if applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 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 left over | | | | | |

* - Test meal cannot be claimed for reimbursement but should be recorded.
<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>EXPLAIN ANY “NO” ANSWERS BELOW</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. Does the staffing pattern correspond to that listed on the approved site sheet?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Has the site supervisor attended training session?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Does the site have sufficient food service supervision?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Are meals counted/checked before signing delivery receipt?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Are accurate meal counts taken of meals served?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Are meals served as second meals excessive?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Are records of adult meals being kept?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Do meals meet approved menu?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Do meals meet meal pattern requirements?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Are meals checked for quality?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11. Is there proper sanitation/storage?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12. Is the site supervisor following procedures established to make meal order adjustments?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13. Are meals served within approved time frames?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14. Are all meals served and consumed on-site? (Not if State Agency and sponsor allow fruits and vegetables to be taken off-site).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15. Does site have a plan in place in case of inclement weather?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16. Is each meal served as a unit?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17. Is the meal delivery schedule followed?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18. Are there provisions for storing or returning excess meals?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>19. Is there documentation of children’s income eligibility, if applicable?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20. Is there an “And Justice for All” poster, provided by the sponsor, on display in a prominent place?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>21. Are meals served to all attending children regardless of the child’s race, color, national origin, sex, age, or disability?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23. Is Informational material concerning the availability and nutritional benefits of Program available in appropriate translations?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24. Are there reasonable modifications in policies and procedures to ensure individuals with disabilities have equal access and effective communication when accessing the Program?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25. Are there reasonable steps in place to ensure meaningful access to services for limited English proficient person by providing information in the frequently encountered, non-English languages of individuals eligible to be served or likely to be affected by the program?</td>
</tr>
</tbody>
</table>
### Explanations:

<table>
<thead>
<tr>
<th>PROGRAM VIOLATIONS</th>
<th>ACTUAL COUNT</th>
<th>TYPE OF MEAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adult meals included in count of meals served to children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Offsite consumption. (Do not include fruits/vegetables/grains if allowed by State agency and sponsor).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. More than one meal served at a time to children.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Meal pattern not met (specify).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Meals not served as a unit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Meal serving times not met.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Other Program violations (specify):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHECK IF THE FOLLOWING APPLY
(Explain any checked items)

<table>
<thead>
<tr>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. No records</td>
</tr>
<tr>
<td>9. Incomplete records</td>
</tr>
<tr>
<td>10. Poor sanitation</td>
</tr>
<tr>
<td>11. Other</td>
</tr>
</tbody>
</table>

Corrective action discussed with (name and title):

Corrective action take:

Site supervisor’s comments:

Further action needed by (date):
I certify that the above information is correct:

<table>
<thead>
<tr>
<th>Monitor’s signature</th>
<th>Date</th>
<th>Site supervisor’s signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor representative’s signature</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All the forms completed during this training are vital to the successful operation of the program. During the site review, the monitor is responsible for watching the meal service from set up to tear down. One aspect of the meal service that documents the number of participants and meals served is the meal count. USDA requires that meals are counted on a daily meal count form at the point of service or when the children receive their meal. To accomplish this CEs can use an electronic Point of Service system or Attachment 20. Instructions for proper completion of the form are available in the AGS at the last page of Attachment 20.

Attachment 20 must be completed at the meal service as children are receiving their meal. The form is used by TDA to verify the number of meals claimed for a particular meal service were actually served. It is important the form is accurate and complete then signed by the person taking the meal count.

Attachment 20 is also an excellent record of attendance per meal service per site. Careful and timely monitoring of this form will provide the necessary information to adjust the number of meals prepared for each meal service at each site. The information will also make timely submission of necessary adjustments to that site’s ADP possible.

Attachment 21 is a weekly consolidation for Attachment 20. Instructions for proper completion of the form are available in the AGS at the last page of Attachment 21. Attachment 21 is important to get a weekly snapshot of each meal service at each site. The information will help assist with claim completion.

One thing listed on Attachment 21 is Money Collected/To Be Collected for Adult Meals. This information is not collected on Attachment 20. Income from the sale of adult meals and non-program funds used to pay for adult meals must be documented as income to the program to offset documented costs.

Attachment 22 is a monthly consolidation for Attachment 21. Attachment 22 allows a CE to consolidate all meals served for the claim period by site and meal type. The information gathered on this form also allows the CE to identify any trends in attendance and does assist in completing claim data in TX-UNPS.
REMEMBER: If it isn’t documented, it didn’t happen. And, if it’s documented incorrectly, that’s how it did happen.

**STAFFING & TRAINING**

The size and type of your program will determine many of your staffing needs. USDA does require at a minimum each CE has a Monitor and Site Supervisor on staff. It is recommended that a Director, Assistant Director, Area Supervisor and Bookkeeper also be on staff. Other staffing considerations include:

- Enough staff or qualified volunteers at each site to operate the meal service
  - Meal preparation/delivery
  - Meal distribution to participants
  - Point of Service meal count
  - Enough supervision of the participants to ensure safety and security
  - Many positions may only require part-time employment, particularly in the planning and closeout phases
  - Some meal types may require more staff than others, i.e., lunch will require more staff than snack

- All food service employees must meet the health standards set by local and State health authorities

- Labor, or staff hours, is allowable only for the time spent working in the SFSP
  - Full-time employees must have their time for the SFSP documented or coded
  - Employee time spent outside the program must be documented or coded appropriately

- Varied opening and closing dates of individual site operations affect staffing needs

USDA recommends CEs have at least 1 monitor per every 15 to 20 sites. It is possible that in rural areas more monitors may be needed because of the possible distance between sites. Monitors have the responsibility to look for safety issues, ensure each site is operating as required per regulations, provide onsite training, etc.

A key responsibility in operating SFSP successfully is staff training. CEs are required to ensure all staff involved in the SFSP program receive proper training regarding their function within SFSP. According to the CFR (Code of Federal Regulations) SFSP regulations require that no food
service site may operate until personnel at the site have attended at least one of the sponsor’s training sessions. This is an annual requirement.

Training is important to successful program operations and reduces program errors. Training sessions for all staff should be offered beyond the initial training throughout the summer. CEs should also conduct weekly or biweekly meetings to ensure that:

- Staff perform according to regulations
- All meals will be eligible for reimbursement
- Accurate records document costs and meals claimed

Training must be documented with a minimum of the training date, names of attendees and topics presented. It is also recommended to document attendee signatures, the location of the training, the trainer’s name and keep a copy of any materials used to provide the training. To assist CEs understand the training topics to cover, USDA has developed AGS Attachments 15, 16, and 17 Training Checklists for Administrative Staff, Monitors, and Site Staff.

As you can see the Training checklists include 4 pages. They cover topics for Administrative staff, Monitors and Site Staff. These lists may not be all inclusive and should be adjusted to fit your program operations.

In addition to comprehensive training, clear and concise policies and procedures as well as position descriptions will also help CEs ensure program operations are carried out according to program regulations.

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AGS Attachments 15, 16, & 17

AGS p. 118-122
Site Supervisor Responsibilities

Depending on the types of site you operate, Site Supervisors may be employed by or volunteers of your organization or they may be employees of the site location. Either way, it is important to understand the responsibilities USDA has outlined for this position.

- Attend sponsor training
- Ensure civil rights is properly implemented
- Stay at the site for the entire meal service
- Inform director or assistant director of field trips
- Have communication with director or assistant director for changes in meal service
- Serve meals
- Clean up after meals
- Ensure safe and sanitary conditions at the site
- Ensure the safety of food, and comply with local health and safety standards
- Receive and account for delivered meals
- Ensure that children eat all meals on site
- Plan and organize daily site activities, including nutrition education
- Implement alternate food service arrangements during inclement weather
- Take accurate meal counts at point of service (unless an alternate system that provides an accurate count has been approved by the State agency)

USDA has developed a Site Supervisor’s Guide to assist in the training and understanding of responsibilities for the Site Supervisor position.
SFSP is a federally funded program through USDA Food and Nutrition Service. As part of the program regulations, all CEs are required to adhere to federal Civil Rights laws. The purpose for this requirement is to:

- __________________________________________________________
- __________________________________________________________

One compliance requirement for CEs is to provide Civil Rights training to all program staff and volunteers prior to starting their job functions within the program. To assist CEs in meeting this requirement, TDA has developed a comprehensive Civil Rights training and made it available on SummerFood.org and SquareMeals.org. CEs are not required to use the Civil Rights training developed by TDA, it is a resource available to CEs. As with any other training, CEs are required to document that each employee has taken Civil Rights training.

Another compliance requirement is that CEs document ethnic and racial data for all program participants. To assist CEs collect this data, USDA has developed AGS Attachment 23, Racial and Ethnic Data Form. Instructions for completing AGS Attachment 23 are on page 2 of the attachment.

The next compliance requirement is to ensure the “And Justice For All” poster is prominently displayed where the food service is conducted, even on field trips. The poster is available on the SummerFood.org website or can be requested from your regional Education Service Center.

The last Civil Rights requirement we will discuss in class is the USDA non-discrimination policy statement and complaint procedures. CEs are required to include these statements on ALL program materials, including but not limited to:

- Press releases
- Flyers
- Pamphlets
- Menus
- Promotional, marketing and outreach materials

## Module 4: Program Finances

<table>
<thead>
<tr>
<th>Topic</th>
<th>Objectives</th>
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<tbody>
<tr>
<td>Module 4 Program Finances</td>
<td>Participants will implement a nonprofit food service and implement the necessary procedures to ensure program compliance and financial accountability.</td>
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<tr>
<td>Nonprofit Food Service Account</td>
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<tr>
<td>Costs</td>
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<td>Procurement</td>
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<tr>
<td>Claims for Reimbursement</td>
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NONPROFIT FOOD SERVICE ACCOUNT

When operating SFSP, CEs are required to keep a separate nonprofit food service account for all program funds related to SFSP. This does not mean a separate bank account, but a separate accounting process.

The success of SFSP relies just as heavily on a sound working budget as any other aspect of the program. A sound budget helps isolate and define program costs and helps to keep program expenses within the limits of expected reimbursement.

When planning your SFSP budget, consider the length of your program taking into account availability of staff, financial resources, facilities and type of meal preparation. Budgets should anticipate the types of expenses expected or line items. It is important to keep your expenses in the defined line items of your submitted budget. TDA understands that sometimes there may need to be changes made to your budget. If your budget changes, submit an amended budget through TX-UNPS for review and approval.

FNS Instruction 796-4, Rev. 4 and AGS page 139 provide guidance on allowable costs for which program funds may not be used. USDA also has a toolkit on Budgeting for Success at http://www.fns.usda.gov/sfsp/summer-meals-toolkit.

While working with your program budget, there will be program income. Sometimes it is possible to accrue funds in your nonprofit food service account.

Excess program funds must be documented but will not affect program reimbursements. Excess program funds cannot be transferred from the nonprofit food service account to other organizational programs or expenses to reduce the account balance either. Excess program funds are still considered program funds and must be used for that purpose.

CEs must work with TDA to determine the most appropriate use for the excess funds. If the funds are not used in a method as agreed by TDA, the excess funds can be recouped.

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**Costs**

When developing your budget there are two types of costs to consider, administrative and operational. Administrative costs are those that involve the administration of the program such as planning, organizing up and administering the program. Operational costs are those that are necessary to operate the program such as making and serving meals to eligible children.

**Allowed administrative costs:**

- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________

**Allowed operating costs:**

- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________

**Unallowable costs:**

- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________

Documenting program costs is an example of positive VCA practices. USDA has developed AGS Attachments 24, 25, 26, 27, 28, and 29 to provide a sample of tracking mechanisms for administrative costs.
PROCUREMENT

Procurement is a multi-step process for obtaining goods, products, and/or services in exchange for money or value. When operating the SFSP, all CEs must follow strict Federal guidelines to ensure fair and open competition and avoid conflicts of interest. CEs must have a written code of conduct for the ethical conduct of employees engaged in procurement.

Regardless of the dollar amount or method of procurement used, CEs must ensure free and open competition. Any action that diminishes free and open competition undermines the integrity of the procurement process and may subject the CE to bid protests.

CEs must have protest procedures in place to handle and resolve disputes related to procurements. Should a bid protest occur, the CE must disclose the information to TDA.

All CEs are encouraged to familiarize themselves with USDA procurement requirements. CEs are also cautioned to watch for conflicts of interest, whether real or perceived, and must have a code of conduct for the ethical conduct of employees engaged in procurement.

CEs are required to disclose to TDA and identify related-party transactions, less-than-arms-length transactions, ownership interest in equipment, supplies, vehicles and facilities, or disclose any other information that inhibits TDA from making an informed assessment of the allowability of a particular cost.

Any sole source bids and contracts would need TDA approval. For FSMC bids and contracts, a CE must get TDA approval before awarding a FSMC contract to the bidder which exceeded the lowest bid or a bid totaling $150,000 or more. Any costs deemed to have occurred through improper procurement and the associated meals with that procurement may be disallowed.
Types of Procurement

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Procurement Bids

CEs must forward bid(s) to TDA for approval before awarding a contract if:

- Sole source
- FSMC bid selected was not the lowest
- FSMC bid and contract totals $150K or more

To aid CEs in the bid process, TDA has developed an Invitation for Bid and Contract form. These documents are available for download on SummerFood.org website in the Administration & Forms in the SFSP Forms table. In addition to Federal procurement guidelines, there is a Texas Policy on Procurement. This policy is available for download on SummerFood.org website in the Policy & Handbooks in the SFSP Policy-Current table.
CLAIMS FOR REIMBURSEMENT

Claims for reimbursement are submitted to TDA through TX-UNPS monthly at the end of the claim period. Combined claims are allowed at the end of the program.

Claims for reimbursement are based on the number of meals served to eligible program participants that meet program requirements. Reimbursement is for the number and type of meals served.

While CEs have 60 days from the last day of the claim period to file their claim, TDA encourages CEs to file their claims as soon as possible. Claims not filed within the 60 days are considered late. TDA is not obligated to pay late claims and as a general rule, doesn’t. If a CE does have a late claim, the CE has the option to use a one-time exception to have the claim paid. One-time exceptions are only valid once every 36 month or 3 years.

A limited number of second meals served as a unit can be claimed for reimbursement, as long as the total number of second meals does not exceed 2% of first meals served by the sponsor, for all sites, during the claim period. A 2nd meal may be provided to an eligible child all children in attendance at the site receive a meal. This is known as the 2% rule. An example of the 2% rule would be serving 100 reimbursable meals and 10 2nd meals at all sites during the claim period. Of the 10 2nd meals served, 2 would be eligible for reimbursement. AGS Attachments 20-22 allow tracking of 2nd meals served for claiming purposes.

Notes:
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Claim Validation

Program compliance is a priority for TDA. To ensure CEs operate the program in compliance with all rules and regulations, TDA may validate claims submitted during program operation and after the program has been completed.
Documentation is vital to validate all claims submitted. During a claim validation, CEs are required to submit any and all documentation pertaining to program operations. Documentation may include but is not limited to:

- Receipts (purchases, meal delivery, donated items, etc.)
- Daily Menu Production Worksheets
- Daily, Weekly and Monthly Meal Count Records
- Program related contracts
- Income eligibility forms
- Recycling and Leftover forms
- See AGS Attachment 24, Checklist of Records for more

Accurate, organized and thorough recordkeeping will help to ensure the claims submitted are validated and the maximum reimbursement maintained. Inaccurate, disorganized and incomplete recordkeeping will cause meals to be disallowed and reduce reimbursement. Even if the program has ended, CEs are still eligible for review. If during a review, meals are found to be disallowed, the CE is responsible to reimburse TDA the rate value of the meals disallowed.

REMEMBER: If it isn’t documented, it didn’t happen. And, if it’s documented incorrectly, that’s how it did happen.
MODULE 5: PROGRAM OPERATIONS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Objectives</th>
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<tbody>
<tr>
<td>Module 5 Program Operations</td>
<td>o Participants will be able to analyze program requirements and determine necessary actions taken within their organization to achieve program compliance.</td>
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<tr>
<td>Recordkeeping &amp; Documentation</td>
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<td>Program Promotion</td>
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<td>Keys to Success</td>
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<tr>
<td>Program Compliance</td>
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RECORDKEEPING & DOCUMENTATION

Recordkeeping and documentation is perhaps the most important aspect of successfully operating SFSP. Nearly every requirement of the program can be tied back to maintaining some type of documentation. To assist CEs in understanding the types of records that must be properly and accurately maintained, USDA has developed AGS Attachment 24.

There are a lot of documents that must be maintained. For that reason, an organized recordkeeping system is vital. An organized and well maintained recordkeeping system is also a key indicator of positive VCA practices.

The documentation CEs are required to maintain substantiate the number of program meals submitted on each claim for reimbursement and that program funds are used for allowable program expenses.

As you can see by AGS Attachment 24, the documents the questions ask about are just the tip of the iceberg. Lack of accurate and complete documentation is one of the leading causes of program violations and loss of reimbursement for meals served.

CEs are required to maintain program records and documentation for 3 years if there are no unresolved audit findings and the CE isn’t under active investigation. CEs will be required to maintain records and documents longer than 3 years if there are unresolved audit findings or the CE is under an active investigation. CEs should also follow more restrictive recordkeeping retention policies of their administering agency.

REMEMBER: If it isn’t documented, it didn’t happen. And, if it’s documented incorrectly, that’s how it did happen.

Notes:
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PROGRAM PROMOTION

Outreach

Outreach is a useful tool for program promotion. It helps build awareness of your program within the community. Studies show that many parents of eligible children do not know when a site is nearby. In fact, most parents of eligible children do now know that the program exists.

An effective outreach campaign can ensure that a CE has a high and stable site attendance. Stabilizing attendance improves the program’s fiscal base by providing a predictable flow of revenue and maximizes the program’s impact on the nutritional and developmental status of the community’s children.

To assist CEs with their outreach efforts, TDA and USDA have developed resources, partnerships and materials. Examples include:

- __________________________
- __________________________
- __________________________
- __________________________

Marketing

Marketing is a great way to make the community aware of your efforts to ensure children in need have access to free meals during the summer. One way to achieve this goal is to enlist the assistance of local media sources in your community. Many television and radio stations have public interest segments they air periodically. Talk with representatives to see if you can come on their shows to promote your program. Additionally, local newspapers frequently run articles about such programs. Most local print publications have a press release or public service announcement section.

Also, never underestimate the power of posters and flyers. Many CEs have had amazing success in building their program through the use of posters and flyers. Poster and flyers are best displayed where large groups of the public congregate or shop such as:

- __________________________
- __________________________
- __________________________
- __________________________
- __________________________
- __________________________
It can also be beneficial to enlist the support of local civic leaders when promoting your program. When approaching a civic leader, share the following community benefits:

- Program brings additional State and Federal dollars to the community
- Creates jobs
- Improves the health of local children in need through improved nutrition and increased access to meals during summer months

When planning your marketing strategies, don’t overlook local colleges for possible interns who are taking marketing classes. It may even be possible to work with a local professor to make developing a marketing plan part of their curriculum and students can receive class credit for their work.

Other opportunities to marketing your program could be through local faith-based organizations. Churches can share your program with parishioners and/or distribute flyers. Local utility companies may also be willing to put information in their newsletters, enclosed with their bills and on their websites.
KEYS TO SUCCESS

There are always key concepts that successful CEs employ in their endeavors. In SFSP, the following concepts have been identified to improve the success of program implementation:

- Complete a thorough needs/resources assessment (resources, staff, training)
- Create/maintain a sound budget for administrative and operating costs (and keep all information up to date in TX-UNPS)
- Check with others who have successfully implemented the SFSP program (if competition becomes an issue look outside your community, SFSP is operated nationally)
- Develop partnerships with other organizations to help plan your program and possibly provide financial resources, volunteers, equipment and facilities
- Implement an effective marketing and outreach plan to reach out to the community
- Staff your operation with capable people committed to running your program according to regulations and guidelines
- Serve a creditable menu that is nutritious and appealing
- Offer activities that are fun, education and/or recreational as they provide greater ability to market your meal service
- Develop and implement effective training and site monitoring plans
- Establish sound policies in accordance with program guidelines that include at a minimum:
  - Procurement
  - Recordkeeping
  - Complaint resolution
  - Training
- Attend all recommended and mandatory training
**PROGRAM COMPLIANCE**

Program compliance is a priority for TDA. It is our responsibility to ensure the program is operated according to the rules and regulations. TDA uses an Administrative Review process to achieve this priority.

Administrative reviews audit most program operations. It is common that administrative reviews involve TDA visits to CE sites and administrative offices. While administrative reviews are conducted to ensure the overall program is operating according to rules and regulations, TDA takes the opportunity to provide technical assistance as well.

Administrative reviews may be announced or unannounced. The review involves observing the meal service operations and recordkeeping at the sites. Office visits involve a review of the claims process and program records maintenance. CEs must make all program records available to TDA.

Complete and accurate recordkeeping is vital for administrative reviews. The results may affect the amount of reimbursement received if program violations are identified. Once the review is finalized, if program violations have been identified, CEs must implement any and all corrective actions within the timeframe given.

Program violations include but are not limited to:

- Failure to maintain adequate site or sponsor records
- Failure to adjust meal orders to conform to changes in site attendance
- Failure to have a trained site supervisor at each site during the meal service
- Serving more than one meal to a child at a time
- Claiming meals that were not served to eligible children
- Children eating complete meals off site (NOTE: this does not refer to the permissible practice of allowing children to take a fruit, vegetable, or grain component off-site.)
- Serving meals (or in the case of OVS sites, offering meals) that do not include all required meal components and/or correct quantities
- Failure to report sites to health department
- Continued use of FSMCs/commercial meal vendor that violate health codes
- Submission of false information to the State agency
- Use of Program funds for unallowable costs
- Failure to return excess start up or advance payments to the State agency
• Not adhering to competitive bid procedures
• Noncompliance with Civil Rights laws and regulations
• Failure to count meals at point of service
• Meal count consolidation errors
• Failure to meet training or monitoring requirements

Violations do have consequences and it is TDA’s responsibility to enforce the consequences. Violations may result in:

• Withholding or recovery of reimbursements
• Suspension or termination
• Exclusion from future participation in a Child Nutrition Program

If violations are identified, CEs are given an opportunity to correct the violations through a corrective action plan as prescribed by TDA. TDA will initiate a follow-up system to ensure the action outlined is completed within the timeframe given.

After an administrative review where violations have been identified, if violations are serious enough or not completed within the established timeframe, the serious deficiency process is used. The serious deficiency process ensures integrity of all Child Nutrition Programs and prevents program abuse.

The serious deficiency process follows a progressive series of actions as follows:

• Determine if CE is seriously deficient
• If so, send a Notice of Serious Deficiency, Proposed Termination and Exclusion letter
  o Letter must contain very specific information regarding the program violation and corrective action required for the CE to fully and permanently correct the deficiency
• Opportunity of Corrective Action
  o If CE fully and permanently corrects the serious deficiency(ies) within the time allowed TDA sends a Notice of Successful Corrective Action, Deferral of Serious Deficiency letter
• If CE does not fully and permanently correct the serious deficiencies with the time allowed TDA sends a Notice of Application Denial and/or Termination and Exclusion
  o All required information is added to the Texas Excluded SFSP List (TEXSL)
Inclusion on this list prohibits participation in certain Child Nutrition Programs, can permanently disqualify responsible individuals and responsible principals cannot be hired into key positions at other organizations.

Examples of serious deficiency include but are not limited to:

- Submitting false information
- Hiring a person on the Texas Excluded SFSP list or USDA National Disqualified List
  - Texas list is maintained by TDA
  - National list is maintained by USDA
- Failing to maintain recordkeeping and documentation
  - Lack of an organized recordkeeping system
  - Missing documents, receipts, invoices, etc.
- Claiming unqualified meals such as meals not served or lacking required components
- Health and safety risk conditions
  - Lack of extreme weather conditions plan
  - Unsafe meals site conditions such as broken glass, traffic, gang activity, etc.

The top program areas that CEs have been found in violation include:

- Financial management
- Meal count records
- Site monitoring

The top reasons violations were found in these program areas:

- Inaccurate, missing or incomplete documentation
  - Daily menu production worksheets
  - Meal count records
  - Timesheets
  - Receipts
- Documentation does not support expenses
- Bookkeeping records are not maintained
- Lack of financial resources to maintain operation of the program
- Lack of proper procurement records

To avoid program violations, become knowledgeable with the program rules and regulations. TDA and USDA have developed resources to assist you. Remember, it is your responsibility to know and understand all program rules and requirements.

Appeals

CEs can appeal certain TDA action that affects your ability to participate in the program or your reimbursement. Examples include:

- ________________________  •  ________________________
- ________________________  •  ________________________

To learn more about your appeals rights, visit the Policy & Handbooks webpage on SummerFood.org to view TDA’s Policy Memo on Denials, Terminations and Appeal Rights.
ADDITIONAL RESOURCES

Resources available for your use include:

- SummerFood.org
  - Eat Right, Find a Site
  - Administration and Forms
  - Policy and Handbooks
  - Links to USDA publications
    - USDA SFSP Hanbooks
    - Food Buying Guide
- USDA Summer Food website
  - fns.usda.gov/cnd/summer
    - USDA Outreach Toolkit
    - Other Resources
- TDA Training
  - Kitchen Math
- TX-UNPS Resources

TECHNICAL ASSISTANCE CONTACT INFORMATION

Regional Education Service Centers

- Region 1 – (956) 984-6000
- Region 2 – (361) 561-8400
- Region 3 – (361) 573-0731
- Region 4 – (713) 462-7708
- Region 5 – (409) 951-1700
- Region 6 – (936) 435-8400
- Region 7 – (903) 988-6700
- Region 8 – (903) 572-8551
- Region 9 – (940) 322-6928
- Region 10 – (972) 348-1700
- Region 11 – (817) 740-3600
- Region 12 – (254) 297-1212
- Region 13 – (512) 919-5313
- Region 14 – (325) 675-8600
- Region 15 – (325) 658-6571
- Region 16 – (806) 677-5000
- Region 17 – (806) 792-4000
- Region 18 – (432) 563-2380
- Region 19 – (915) 780-1919
- Region 20 – (210) 370-5200
TDA Contact Information

Applications and Contract Changes:
- (877) TEX-MEAL or (877) 839-6325
- SFSP.BOPS@TexasAgriculture.gov

Community Operations:
- El Paso Field Office – (915) 834-7506
- Dallas/Fort Worth Field Office – (817) 321-8101
- Houston Field Office – (713) 921-8201
- Austin/San Antonio Field Office – (877) 839-6325
- San Juan Field Office – (956) 787-8866

Training Unit:
- (512) 475-0586
You understand and acknowledge that

- the training you have completed does not cover the entire scope of the program and that

- you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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.

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