



# Rural Summer Non-Congregate Feeding Program

February 27, 2025

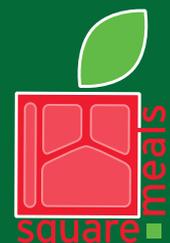
*David Dierksen, Assistant Director for Policy*



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Food and Nutrition Division  
Summer Meal Programs

Updated 2/27/2025  
www.SquareMeals.org

# Overview of Today's Webinar

1. Sponsor and Site Eligibility
2. Meal Bundling Requirements
3. Parent Pick-up
4. Home Delivery Requirements
5. Hybrid Congregate/Non-Congregate Sites
6. Conditional Non-Congregate Sites
7. Application and Request Process
8. Monitoring
9. Best Practices
10. Non-Congregate Resources
11. Eligibility Map Demonstration

01

Sponsor and Site Eligibility



# Summary of Non-Congregate Requirements

- Site must be in rural-designated area
- 2-mile proximity required from nearest site (both congregate and non-congregate).
- New sponsors will be evaluated based on previous CNP experience
- Sponsor must be in good standing
- Switched SFSP sites will be considered “new”



# Documenting Rurality

Non-congregate service **only** available to SFSP/SSO sites in rural areas:

- USDA has codified 6 different potential data sources that can determine the rurality of a site (7 CFR 225)
- Must verify rurality for **all** summer sites (using site mapper)
- TDA will track rural designation, which is good for only 5 years.



## 2-Mile Proximity Exceptions

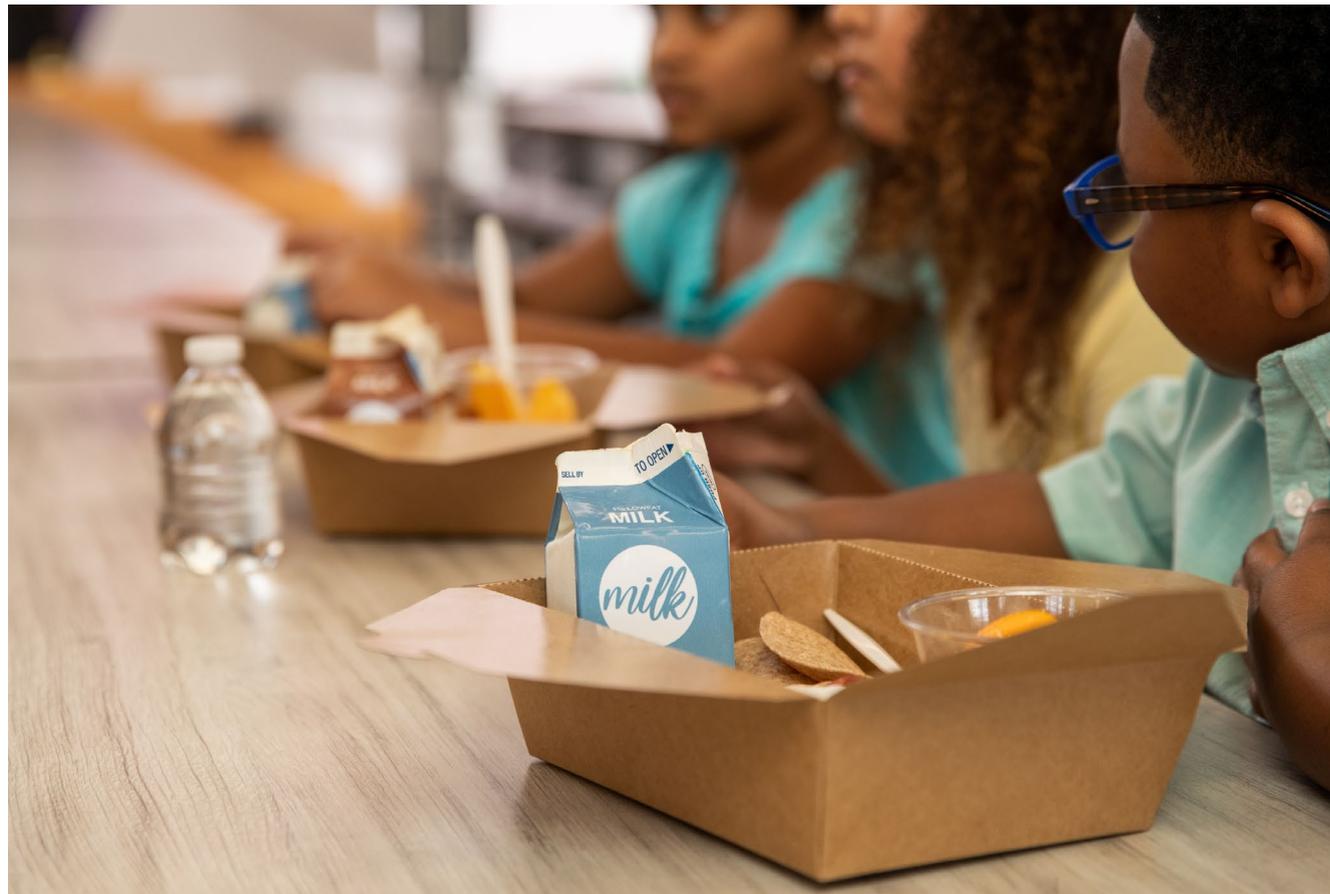
On a case-by-case basis, rare exceptions may be granted for:

- Driving distances of over 2.0 miles to the next nearest site
- Barriers between sites that would present a challenge for adults in automobiles to visit both easily.
- Meals served at all nearby open congregate or non-congregate sites do not overlap by type or day of intended consumption.
- Site within 2.0 miles is closed enrolled, and the requesting site has provided adequate documentation verifying the two sites are serving different populations.

**Contact your ESC if you believe you qualify for one of the above exceptions.**

## 2-Mile Proximity

If you plan on closing sites from last year to centralize a non-congregate service:



- Research if participation will likely increase.
- Consider impact of removing congregate sites.

## Sponsor/Site Eligibility

- All NC sites approved in 2024 must submit a new Non-Congregate request form.
- Switched SFSP sites will be considered “new”
  - Subject to sponsor pre-operational visits and first two weeks site visit



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## Meal Bundling Requirements



# Meal Bundling\*

## Unitized meals:

- Grab-and-Go (10-day max, 5-day recommended)
- Home Delivery (5-day max)



\*Must adhere to maximum daily meal requirements. No more than two meals, or one meal and one snack, per child for each day of intended consumption. **Lunch and supper not an allowable combination.**

## New Changes to Meal Bundling 2025

Menus **must** be provided with **any** multi-day bundle:

- If unitized, portioned food components are not packaged together to clearly identify what is required for each reimbursable meal being distributed, instructions must be provided to show how the components are to be assembled for each reimbursable meal.
- **EXAMPLE:** Unitized milk for the week is packaged in a separate bag from the rest of the food components - written instructions must state that only one milk should be consumed per meal.

# 5+-day Grab-and-Go Distribution

**If serving over 5 days, TDA requires:**

- Sample menus
- Procedures on ensuring food safety

**REMEMBER:** Maximum 10-day distribution for grab-and-go unitized meals



# Bulk Food Component Distribution

- **Does not refer to multi-day bundling**
  - One or more food components is distributed in larger amounts (for example, a gallon of milk or loaf of bread)
  - Components can be assembled into individual reimbursable meals over a given period of time.
  - **5-day maximum bundle.**



# Bulk Food Component Distribution

## Packaging:

- Include labeled food items
- Instructions for assembling reimbursable meals.
- Preparation would require only adding water and warming to be served.
- **UNALLOWABLE:** Ingredients for recipes that require chopping, mixing, or baking.
- Extra food items are separated and labeled “not part of the reimbursable meal (if included).”

# Bulk Food Component Distribution

## TDA requires with the NC request:

- Sample menus
- Instructions for meal preparation
- Procedures for ensuring food safety

**REQUIRED EVEN IF ONLY DISTRIBUTING MILK IN BULK.**



# Meal Bundling

Pay attention to distribution days vs days of consumption:

- Allowable Scenario
  - Monday service (distributing 3 days of meals for Mon. – Wed.) and
  - Thursday service (distributing 2 days of meals Thur. – Fri.)
- Unallowable
  - Monday service (distributing 5 days of meals at a time) and
  - Wednesday service (also distributing 5 days of meals at a time)



03

Parent Pick-Up



## Parent/Guardian Pick-Up

- Parents or guardians may pick up meals without children present.
- Sites must have procedures in place to validate guardianship.
- Only parents or guardians may pick-up meals on behalf of their children.



# What is the definition of “Guardian”? – NEW!

## Definition of “guardian”:

- Legal guardian - a person appointed by a court or otherwise has legal authority to make decisions relevant to the personal well-being of the child
- With written permission from a parent, an adult that is providing scheduled, informal care of the child on the day of meal service (ex. neighbor or non-parent adult).

## **Unallowable:**

- Adults picking up meals for children at a licensed child care center or day care home
- Adults supervising children as part of a formal organized activity (ex. day camp, baseball practice)

# Parent/Guardian Pick-Up

Preferred methods of proof of guardianship include:

- Official Letter/email from a school listing the children enrolled at a school campus
- Student ID cards
- Individual student report cards
- Attendance record from parent portal of the school website
- Birth certificate
- Official letter/email from facility or school listing children enrolled
- Other official ID cards (for example, IDs issued by a child care facility)

Once approved, consider issuing placards or cards to verified parents to streamline meal pick-up at the next service.

# Parent/Guardian Pick-up – Multi-Day Issuance – Procedures Required



Sites issuing more than one day of meals **and/or** utilizing the parent pick-up flexibility must upload procedures describing the safeguards put into place to reduce the risk of serving duplicate meals to children.

## Parent/Guardian Pick-up – Multi-Day Issuance – Procedures Required

Examples of methods to ensure that duplicate meals are not served include:

- Monitoring at the point of service.
- Sign-in sheets.
  - Cross-referencing sign-in sheets, such as for a sponsor with multiple sites in close proximity.
- Technology-based solutions, such as QR codes for sign-in sheets, or a registration system.
- Signage at the site warning participants not to take more than the allowable number of meals.
- Restricting meal service times to reasonable or shorter periods instead of extended or nearly all-day distribution times.
- Coordination with other nearby sites

04

Home Delivery Requirements



# Home Delivery

Sponsors offering home delivery must:

- Be able to identify and invite households of eligible children to participate in the meal delivery service
  - Private non-profits using school data must have MOU with the district.
- Obtain written consent from the eligible child's parent or guardian.
  - **NEW!** – The written consent form must contain the non-discrimination statement.
- Protect the confidentiality of participants and their households
- **Deliver no more than 5 days of meals at a time** (unitized meals or bulk food component distribution).

# Home Delivery

## **With the NC Request, the CE must provide:**

- Means of obtaining parental consent.
- Method for protecting household privacy.
- Means for determining home eligibility.
  - Must be within a rurally designated area.
  - Must either be in the attendance zone of an area eligible school, or
  - The child in the home qualifies for free or reduced priced meals.
- Means for ensuring food safety.
- MOU with school district (if applicable).

# Parental Consent for Home Delivery

Required for parental consent:

- Home address,
- Phone number,
- Child(ren)'s name(s),
- Child(ren)'s age(s), and
- Language establishing both the presence of children in each household as well as the household's consent to receive meals.



## New Changes to Home Delivery in 2025

### Civil Rights requirements for home delivery:

- Full Non-Discrimination Statement (NDS) **must** be on the parental consent form.
- AJFA poster no longer required on delivery vehicles; **however...**
- In lieu of displaying the AJFA poster on vehicles, a printed, complete NDS **must** be provided with each delivery.
- If obtaining parental consent at each delivery, NDS on parental consent form will suffice.

## How to Document a Home Delivery Route

- Each route is a “site” and requires a single TX-UNPS Site Application and NC Request Form.
- Each house must be area eligible AND located in a rural area.



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Hybrid Congregate/Non-Congregate Sites



## Hybrid Congregate/Non-Congregate Sites

Sites can provide both congregate and non-congregate service **as long as the services do not overlap, including the intended days of consumption.**

All children must receive the same meal type and the same number of meals, packaged the same way, at each service, whether that service is congregate or non-congregate.



## Unallowable Example

Summer school kids fed congregate meals daily while other children receive a multi-day bundle for the week on Monday.



## Allowable Scenario – Hybrid Example #1

- Summer school occurring Monday through Thursday
- Breakfast and lunch are served.
- Daily **congregate** meals for both summer school students and community children M-Th with three days of non-congregate meals (Fri-Sun) sent home on Thursday afternoon.
  - All children must eat onsite M-Th, even the community children.
  - **This is considered a hybrid site.**

## Allowable Scenario – Hybrid Example #1

Thursday - NON-CONGREGATE meal service will occur.

Thursday - CONGREGATE meal service will occur.

**Thursday - Select NON-CONGREGATE meal types distributed: \***

Which meal(s) will be distributed on Thursday for **non-congregate** service?

Breakfast;     Lunch;     Snack;     Supper

**Thursday - Enter number of days of NON-CONGREGATE meals distributed: \***

How many days' worth of meals will be distributed on Thursday for **non-congregate** service?

**Thursday - Select CONGREGATE meal types distributed: \***

Which meal(s) will be served during Thursday **congregate** service?

Breakfast;     Lunch;     Snack;     Supper

# Allowable Scenario – Hybrid Example #1

## Meal Service Comment

If required, please enter any additional or clarifying information about the days and number of meals distributed as listed above.

For example, if days of distribution vary week to week, please provide a complete schedule of meal distribution days in the comment box below.

Congregate breakfast and lunch service will occur as normal on Thursday, but each child will receive on Thursday afternoon a bundle of three breakfasts and three lunches intended for Friday through Sunday.

---

## Unallowable Scenario

Summer school kids fed congregate lunch on trays from 11-12 daily, and community children receive daily non-congregate lunch service from 1-2.

Rural non-congregate meal service cannot be provided if congregate meal service is available.



## Allowable Scenario – Summer School NC Site

- Summer school occurring Monday through Friday
- Breakfast and lunch are served.
- Daily **non-congregate bundles** for both summer school students and community children provided each day.
  - Community children allowed to pick up meal bundles and leave.
  - Summer School students pick up the non-congregate packaged meals and return to classroom or other setting.
  - **This is not considered a hybrid site. The students' meals are considered non-congregate.**

# WHY?

## Allowable Scenario – Summer School NC Site

- Summer school occurring Monday through Friday
- Breakfast and lunch are served.
- Daily **non-congregate bundles** for both summer school students and community children provided each day.
  - Community children allowed to pick up meal bundles.
  - Summer School students pick up the non-congregate packaged meals and return to classroom or other setting.
  - **This is not considered a hybrid site. The students' meals are considered non-congregate.**
  - **The meals are packaged in the same to-go format that the community children received.**
  - **The children are not being forced to congregate for meal service. They can choose to eat now or take the meal offsite.**
  - **NC meals can be taken offsite, but they don't have to be.**

## Allowable Scenario – Hybrid Example #2

- Congregate breakfast served each morning to both summer school students and community kids.
- Daily non-congregate grab-and-go lunches distributed to community kids and the summer school kids as they leave for the day.
- **This is a hybrid site.**



## Allowable Scenario – Hybrid Site #3

- Standard congregate service occurs each day that summer school is in session.
- Once summer school ends, the site shifts to complete non-congregate service.
- **This is a hybrid site.**



## Hybrid Congregate/Non-Congregate Sites

- CEs must document their distribution schedules in the non-congregate request form
- Hybrid sites must keep separate meal counts of congregate and non-congregate meals and report monthly counts to TDA
  - Online monthly reporting form coming soon!



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Conditional Non-Congregate School Sites



## Conditional Non-Congregate Sites

- Not open, not a camp, not closed enrolled (though very similar)
- Operates only in higher income areas.
- Must operate NC service.
- Reimbursement only for meals served to F/R children.
- Costs of non-reimbursable meals are **unallowable**.
  - If serving “paid” students, you will need to charge for those meals to cover the cost or allocate non-federal funds to pay for food intended for “paid” students or other non-Program participants.

# Conditional Non-Congregate Sites

- At time of application, if charging for meals, submit the H1506 form that includes charge policies and an attestation that hearing procedures are in place.
- At time of application, provide an estimate of number of F/R children to be served.
- Only available to school districts in Summer 2025.
- Must notify participants about the availability of free meals and if a household application is required.
- When submitting a TX-UNPS application, you must submit the site name with the following naming convention: NC\_CON\_[Site Name]

## Conditional NC Sites

Please contact your ESC if you are interested in being a conditional NC site.



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07

Application and Request Process



## Application Process for New Non-Congregate Sites

1. CE uses mapping tool to determine if site is rural and meets proximity requirements.
2. TX-UNPS Site Application must be approved or conditionally approved by application team prior to applying for NC eligibility via the NC Request Form.
  - If applying as a conditional NC site, make sure NC\_CON\_[SiteName] naming convention is used.
3. CEs will be able to enter procedures directly into fields on the form or upload documents.
4. If approved for NC, update meal service times in the site application to match actual distribution times, if required.
5. Our application team will add NC designation to site name (NC\_H for approved hybrid sites).

## Application Process for Renewing NC Sites

- Must also complete the Non-Congregate Request Form before the site application will be approved.
- The following procedures do not need to be uploaded if approved in 2024 **and have not changed:**
  - MOU with school district for PNPs using school data for home delivery
  - Household confidentiality (home delivery)
  - Duplicate meal mitigation
  - Validating guardianship
  - Form H1506-A (conditional non-congregate sites only)
- Food safety procedures and sample menus are still required, as applicable.

1. **FOR NEW SITES:\*** In the TX-UNPS site application:
  - a. Indicate days for which meals are to be consumed (claimed)
  - b. If bundling meals, enter temporary, separate times for different meals (times entered must meet standard meal time requirements).

**NOTE: These times may not align with actual distribution times. See Step 3.**

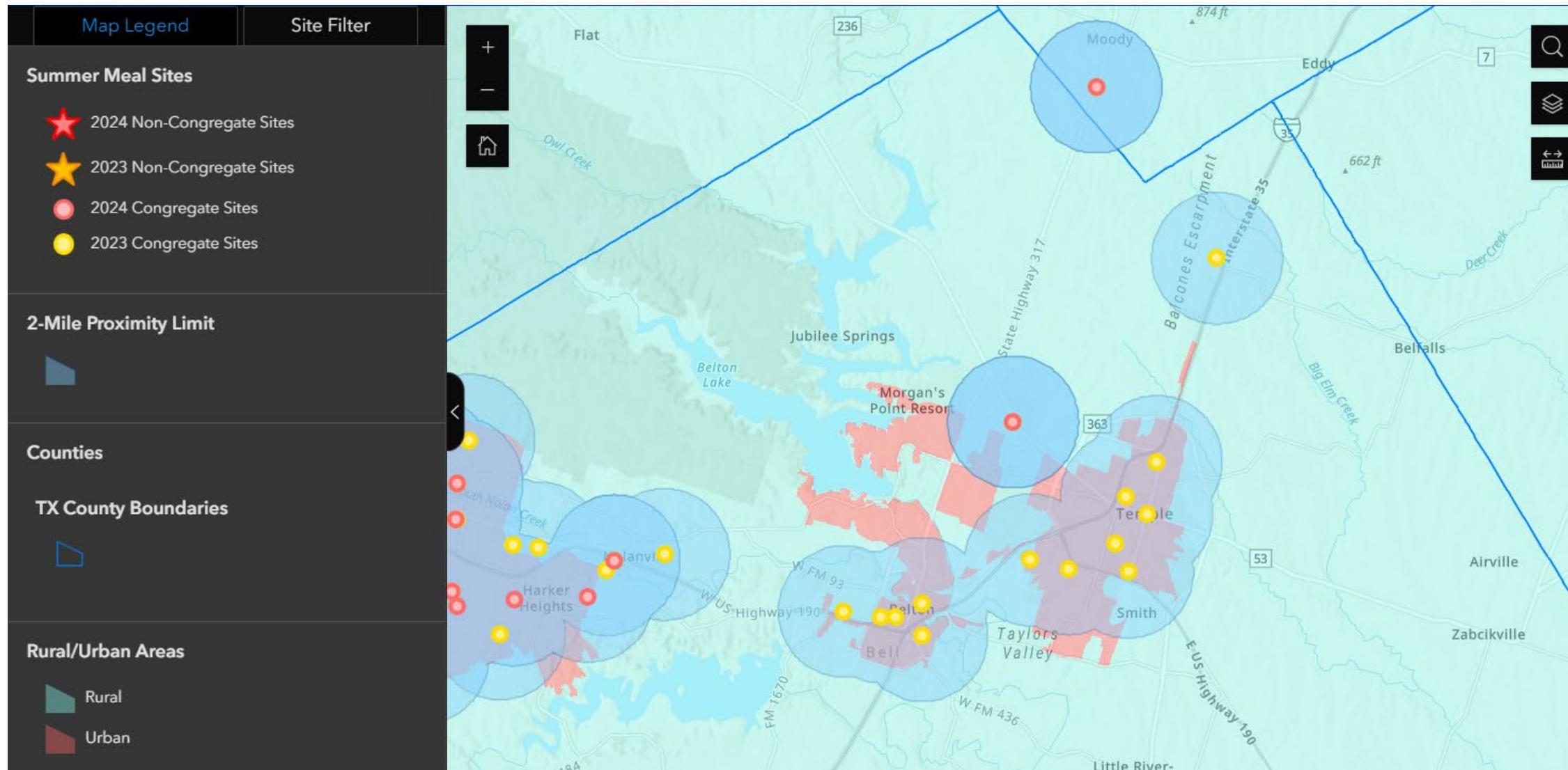
2. Submit your NC Request Form, providing more details about days of distribution, including the meal service times.
3. Upon approval, application team will reach out to you to update the meal service times in TX-UNPS to match the NC Request Form.

**\* Previously approved sites should submit the NC Request Form first. After approval, update times in TX-UNPS.**



# Common NC Request/Application Issues

Failure to use the Non-Congregate Eligibility Map to determine if site meets rurality and proximity requirements.



## Common NC Request/Application Issues

Failure to submit a TX-UNPS site application prior to submitting the NC Request Form.



# Common NC Request/Application Issues

## Unallowable hybrid scenarios



## Common NC Request/Application Issues

Failure to upload required procedures and documents based on selected flexibilities.



## Common NC Request/Application Issues

Days of consumption in the NC request form do not align with days of service approved in the TX-UNPS site application.

- For example, if site is distributing congregate meals Monday through Friday and NC meals Saturday and Sunday, site application must show service on all seven days.

**IMPORTANT:** The TX-UNPS Site Application must reflect intended days of consumption (**not distribution days**), and your claims must reflect intended days of consumption.

## Important to Remember!

- If possible, submit NC Request Form prior to any summer operations.
- Non-congregate sites approved in 2024 are assumed to be operating NC in 2025 – **Please notify TDA if you are not planning to operate non-congregate service again.**
- Notify TDA if this site has claimed any congregate meals prior to submittal of the NC Request Form.
  - If serving congregate meals while awaiting approval for NC service, you will be considered a hybrid site, and separate meal counts for congregate and NC meals must be reported.
  - Please work with your ESCs if your circumstances are difficult to document in the NC Request Form.



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Monitoring



## SFSP Monitoring

- All regulatory monitoring requirements and timeframes are still in place.
- All sites switching to NC from congregate are considered new, which means the following reviews are required:
  - Pre-operational visit
  - First two weeks site visit
- All SFSP sites require a full site review within the first four weeks of operation (first two weeks visit and full site review can happen at the same time).

# Best Practices for Monitoring NC Sites

- Observe meal packaging;
- Observe meal pickup or delivery, as applicable (including accompanying personnel on delivery routes)
- Ensure meal pattern requirements are met.
- Proper implementation of bulk food component distribution, if applicable;
- Ensure meal distribution times are followed as stated on the site application;
- Ensure appropriate number of meals are distributed and counted;
- Ensure local health, food safety, and sanitation standards are followed; and
- Ensure the "And Justice for All" poster is properly displayed at pickup sites and civil rights requirements are met.

# 09

## Best Practices



# Multi-Day Bundling Considerations

More days of meals at each distribution =

- PRO: Fewer trips required by parents
- PRO: Less time required of staff at the site
- CON: Children miss out on more meals if their family misses a distribution.
- CON: Potential food safety concerns



# Meal Service Time Considerations

- Use familiar distribution schedules.
- Maximize the availability of parents to pick up meals.
  - Be wary of lengthy meal distribution windows!
- Any participant **in line** by the ending time of meal service can get a meal – **NEW GUIDANCE!**



# Meal Bundling Considerations

- Parent/guardian time, availability, and resources
- Age/developmental abilities of the childrer served - offer fruits and vegetables that are washed, cut, and ready to eat.
- Literacy level of families – Provide menus and instructions using pictures and in the primary language spoken at home.
- Access to kitchen appliances and cooking tools
- Food safety risk - offer foods that are pre-washed or pre-cooked. Provide food safety instructions using pictures.



# Food Quality Considerations



- For sandwiches and wraps, package bread separately from sandwich fillings and provide assembly instructions.
- For pre-made salads, package dressings separately from salad greens
- Avoid stacking meals to prevent damage.

# Mobile Route Implementation

- Allows sponsors to strategically target locations in a region that would minimize travel times for families.
- Not home delivery – children pick up G&G meals from the route stop.
- Each stop must meet individual site requirements
  - Individual site application and NC Request Form
  - 2-Mile proximity
  - All other SFSP requirements for a site.



# Mitigating Risks of Duplicate Meals

Examples of methods to ensure that duplicate meals are not served include:

- Sign-in sheets.
- Coordination with other nearby sites (ex. cross-referencing sign-in sheets)
- Technology-based solutions, such as specific QR codes for sign-in sheets, or a registration system.
- Signage at the site warning participants not to take more than the allowable number of meals.
- Restricting meal service times to reasonable or shorter periods instead of extended or nearly all-day distribution times.

# Pre-Registration Systems

- Allows for better meal preparation
- Obtain parental consent for home delivery
- Assign guardianship for a child
- Can prevent duplicate meals at that site or another site run by the same sponsor.



# Pre-Registration Systems

- Must not be a pre-requisite for serving meals.
- Communicate that meals are served on a first-come, first-serve basis, and are not limited to families who registered.
- Document your procedures.



# Staffing and Location Considerations

- Carefully consider ALL impacts of the method and times of distribution
  - Is there enough staff to handle increased demand?
  - Adequate parking?
  - If using drive-thrus, can the site accommodate a long line of cars?
- Ensure distribution location matches location on site application
- Develop clear, accurate signage at the site (and other printed resources).



# SITE STAFF TRAINING!

- Non-Congregate requirements
  - Different models available
  - Bulk distribution vs. unitized bundling
  - Parent/guardian pick-up and verification requirements
- Meal pattern refresher
- Meal assembly
- Documentation training (meal count forms, meal production records)



# Prepare! Prepare! Prepare!

- Determine number of days to operate and number of days of meals to distribute at one time.
- Develop procedures
  - Identifying parent/guardian
  - Preventing duplicate meals
  - Food safety
  - Protecting family confidentiality (home delivery)
- Develop sample menus.
- Determine service options based on needs of community
- Determine optimal site locations
  - Site does not have to be at the Food Bank.
  - Consider mobile routes.
  - Consider parks or other public spaces.
  - Reach out to libraries, community centers, WIC clinics, etc. to see if they want to participate.

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Non-Congregate Resources



# State Agency FAQs

## Frequently Asked Questions Summer 2025 Rural Non-Congregate Feeding Option

### TABLE OF CONTENTS

#### OVERVIEW

1. What is the 2025 Rural Non-Congregate Feeding Program?
2. Who is eligible to participate in the Non-Congregate Feeding Program?

[https://squaremeals.org/Portals/8/FND%20Forms/Program%20Forms/Non-Cong\\_Summer\\_2025\\_FAQ\\_250214.pdf](https://squaremeals.org/Portals/8/FND%20Forms/Program%20Forms/Non-Cong_Summer_2025_FAQ_250214.pdf)

#### RURAL DESIGNATION & AREA ELIGIBILITY

3. How does TDA determine if a site is rural?
4. Can non-congregate meals be provided in non-rural areas if Program access is limited because of lack of transportation, safety concerns, lack of a location to serve meals, or other similar reasons?
5. Can I serve non-congregate meals in rural areas that are not area eligible as determined by the percent of children in the area receiving free or reduced-price meals?
6. Are there participant notification requirements for a conditional non-congregate site?
7. Can I use child nutrition funds to procure and prepare non-reimbursable meals at conditional non-congregate sites?

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# Pre-Operational Visit Prototype Form

## Sample Pre-Operational Visit Form Summer Food Service Program

Site Name: \_\_\_\_\_ Site Number: \_\_\_\_\_

Site Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Site Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Types of Site:**

- |                                            |                                   |
|--------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Recreation Center | <input type="checkbox"/> Resider  |
| <input type="checkbox"/> School            | <input type="checkbox"/> Play str |
| <input type="checkbox"/> Church            | <input type="checkbox"/> Playgro  |
| <input type="checkbox"/> Park              | <input type="checkbox"/> Settler  |

Additional questions if the site is approved to serve non-congregate meals:	Yes	No
Adequate packaging for distributing off-site meals?	<input type="checkbox"/>	<input type="checkbox"/>
Distribution schedule aligns with information submitted to TDA on Non-Congregate Request Form?	<input type="checkbox"/>	<input type="checkbox"/>
If home delivery, parental consent obtained for each household on the route?	<input type="checkbox"/>	<input type="checkbox"/>
If home delivery, each house verified to be in a rural area?	<input type="checkbox"/>	<input type="checkbox"/>
If distributing food components in bulk, have menus and sample instructions been developed?	<input type="checkbox"/>	<input type="checkbox"/>
If issuing multiple days of meals and/or allowing for parent/guardian pick-up of meals, is the site following procedures submitted to TDA to prevent duplicate meal service and, if applicable, verifying guardianship of the adult?	<input type="checkbox"/>	<input type="checkbox"/>

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# First Two Weeks Site Visit Prototype Form

## Sample First Two Weeks Site Visit Form Summer Food Service Program

Date of Site Visit: \_\_\_\_\_ Monitor's Arrival Time: \_\_\_\_\_

Site Name: \_\_\_\_\_

Site Number: \_\_\_\_\_

Site Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Site Address: \_\_\_\_\_

Discussion with site staff (list names): \_\_\_\_\_

Areas for discussion:	Yes
Has the site supervisor attended training session?	<input type="checkbox"/>
Are meals being counted and signed for?	<input type="checkbox"/>
Are all required records being completed?	<input type="checkbox"/>
Are <b>congregate</b> meals served as second meals excessive?	<input type="checkbox"/>

Areas for discussion if a Non-Congregate Site			
Adequate packaging for distributing off-site meals?	<input type="checkbox"/>	<input type="checkbox"/>	
Distribution schedule aligns with information submitted to TDA on Non-Congregate Request Form?	<input type="checkbox"/>	<input type="checkbox"/>	
If home delivery, parental consent obtained for each household on the route?	<input type="checkbox"/>	<input type="checkbox"/>	
If home delivery, each house verified to be in a rural area?	<input type="checkbox"/>	<input type="checkbox"/>	
If distributing food components in bulk, are appropriate menus and meal assembly instructions being sent home with bundles?	<input type="checkbox"/>	<input type="checkbox"/>	
If issuing multiple days of meals and/or allowing for parent/guardian pick-up of meals, is the site following procedures submitted to TDA to prevent duplicate meal service and, if applicable, verifying guardianship of the adult?	<input type="checkbox"/>	<input type="checkbox"/>	
If operating both congregate and non-congregate service at the same time, is the site ensuring that the two different services occur at different times and that the days and times of intended meal consumption do not overlap between the two services?	<input type="checkbox"/>	<input type="checkbox"/>	

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# SFSP Site Review Prototype Form

## Site Review Form – Non-Congregate Summer Food Service Program

To be completed during the first four weeks of operation. This form is for non-congregate and non-congregate service.

Sponsor: \_\_\_\_\_

Site Contact Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Monitor's Arrival Time: \_\_\_\_\_

<input type="checkbox"/> Open Site	<input type="checkbox"/> Closed Enrolled
------------------------------------	------------------------------------------

Is site serving both congregate and non-congregate meals:  Yes  No

Type of non-congregate service:  Grab-and-Go Meal Pick-up  Home Delivery

### Types of meals reviewed:

<input checked="" type="checkbox"/> Breakfast	<input type="checkbox"/> AM Snack	<input type="checkbox"/> Lunch	<input type="checkbox"/> PM Snack	<input type="checkbox"/> Dinner
<input checked="" type="checkbox"/> Congregate	<input type="checkbox"/> Congregate	<input type="checkbox"/> Congregate	<input type="checkbox"/> Congregate	<input type="checkbox"/> Congregate
<input type="checkbox"/> Non-Congregate	<input type="checkbox"/> Non-Congregate	<input type="checkbox"/> Non-Congregate	<input type="checkbox"/> Non-Congregate	<input type="checkbox"/> Non-Congregate

- Non-congregate and congregate meal service of each meal type must not happen at the same service.

### Meal types included in each non-congregate bundle:

<input type="checkbox"/> Breakfast	<input type="checkbox"/> AM Snack	<input type="checkbox"/> Lunch	<input type="checkbox"/> PM Snack	<input type="checkbox"/> Dinner
------------------------------------	-----------------------------------	--------------------------------	-----------------------------------	---------------------------------

# days of meals included in each bundle at this distribution: \_\_\_\_\_

Select days of the week on which non-congregate meals distributed at this service are intended to be consumed:

<input checked="" type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
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# SSO Site Review Form

## IV. Rural Non-Congregate Feeding Program (Complete if applicable)

1. Type of non-congregate meal service:  Grab- and Go Meal Pick-up  Home Delivery

2. # of days included in each bundle at this distribution: \_\_\_\_\_

3. Select the days of the week on which non-congregate meals distributed at this service are intended to be consumed:

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

4. Meal types included in each bundle:  Breakfast  Lunch  Snack

### Day of Review

1. Time non-congregate meals distributed
2. Time congregate meals served, if applicable
3. # of individual non-congregate meals distributed to eligible participants
4. # of individual non-congregate meals distributed to Program adults
5. # of individual non-congregate meals distributed to non-Program adults
6. # of individual congregate meals distributed to eligible participants, if applicable
7. # of second meals served to children (only allowable in congregate service), if applicable
8. # of individual non-congregate meals distributed to Program adults, if applicable
9. # of individual non-congregate meals distributed to non-Program adults, if applicable
10. Are there reasonable modifications in policies and procedures to provide alternate bundles or food item substitutions for participants with a disability or food allergy?

<u>Breakfast</u>	<u>Lunch</u>	<u>Snack</u>
<u>YES</u> <input type="checkbox"/>		<u>NO</u> <input type="checkbox"/>



# Conditional NC Site – Participant Notification Form

## Notification of Summer Meals and Request to Complete Household Application

This summer, [insert site name] plans to distribute free meals to all eligible children via the Summer Food Service Program administered by the United States Department of Agriculture (USDA). To be eligible to receive free meals at [insert site name], children must meet the income standards for reduced-price meals in the National School Lunch Program (see below). Children who are part of households that receive Supplemental Nutrition Assistance Program (SNAP, formerly food stamps) benefits or benefits under the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance to Needy Families (TANF) are automatically eligible to receive free meals.

To verify the potential eligibility of each child, we are asking households to complete a household income application.

**[DELETE BEFORE DISTRIBUTION – The below table reflects income eligibility guidelines that expire June 30, 2025. If distributing this notification and application after June 30, update the figures below with the PY 2025-2026 Income Eligibility Guidelines, located on SquareMeals here: <https://squaremeals.org/FandN-Resources/Income-Eligibility-Guidelines>]**

### Income Standards for Reduced Price Meals through June 30, 2025

FAMILY SIZE	ANNUAL	MONTHLY	TWICE MONTHLY	BI-WEEKLY	WEEKLY
1	\$27,861	\$2,322	\$1,161	\$1,072	\$536
2	\$37,814	\$3,152	\$1,576	\$1,455	\$728
3	\$47,767	\$3,981	\$1,991	\$1,838	\$919
4	\$57,720	\$4,810	\$2,405	\$2,220	\$1,110
5	\$67,673	\$5,640	\$2,820	\$2,603	\$1,302
6	\$77,626	\$6,469	\$3,235	\$2,986	\$1,493
7	\$87,579	\$7,299	\$3,650	\$3,369	\$1,685
8	\$97,532	\$8,128	\$4,064	\$3,752	\$1,876
For each additional family member, add:		\$830	\$415	\$383	\$192
	\$9,953				

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

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

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

- (1) mail: U.S. Department of Agriculture;  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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**HEALTHY  
SUMMER  
MEALS  
FOR KIDS**

# Meal Count Forms – SFSP and SSO

SUMMER  
MEAL  
PROGRAMS

Non-Congregate Meal Count Form – Meal Bundling

May 2024

Site Name: _____	Address: _____	Telephone: _____																						
Supervisor's Name: _____	Delivery Time: _____	Distribution Date: ____/____/____																						
Non-Congregate Service (Circle): Grab and Go / Home Delivery																								
Total Meals available - Enter for the applicable meal type being distributed in each bundle: Breakfast ____ Lunch ____ Snack ____ Supper ____																								
<b>A) How many days' worth of meals (circle one) are being bundled at this distribution?</b> 1 2 3 4 5 6 7 8 9 10		Circle the days of intended meal consumption: Su M T W Th Fr Sa (Week 1) Su M T W Th Fr Sa (Week 2, if applicable)																						
<b>B) Circle the daily meals included in each bundle (no more than two meals or one meal and one snack – lunch and supper not an allowable combination)</b> Breakfast Lunch Snack Supper																								
<b>C) Children Served Complete Bundles</b>																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125
126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175
176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225
226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250
<b>D) Total # of individual meal types distributed in complete bundles: Part A _____ x Part C _____ = _____</b> (Example: 5 days of meals x 100 children served = 500 of each meal type indicated in Part B above)																								
<b>E) Enter below per day counts for each meal type distributed using the following calculation: Part C - Children Served + Additional Individual Deviations Documented in Part F on the following page(s), if applicable. Number of days entered should match number of days of intended meal consumption indicated above.</b>																								
Enter Day ____ Enter Date: _____ # of (circle one: Br Lu Sn Sup): _____ # of (circle one: Br Lu Sn Sup): _____	Enter Day ____ Enter Date: _____ # of (circle one: Br Lu Sn Sup): _____ # of (circle one: Br Lu Sn Sup): _____	Enter Day ____ Enter Date: _____ # of (circle one: Br Lu Sn Sup): _____ # of (circle one: Br Lu Sn Sup): _____	Enter Day ____ Enter Date: _____ # of (circle one: Br Lu Sn Sup): _____ # of (circle one: Br Lu Sn Sup): _____	Enter Day ____ Enter Date: _____ # of (circle one: Br Lu Sn Sup): _____ # of (circle one: Br Lu Sn Sup): _____																				
Enter Day ____ Enter Date: _____ # of (circle one: Br Lu Sn Sup): _____ # of (circle one: Br Lu Sn Sup): _____	Enter Day ____ Enter Date: _____ # of (circle one: Br Lu Sn Sup): _____ # of (circle one: Br Lu Sn Sup): _____	Enter Day ____ Enter Date: _____ # of (circle one: Br Lu Sn Sup): _____ # of (circle one: Br Lu Sn Sup): _____	Enter Day ____ Enter Date: _____ # of (circle one: Br Lu Sn Sup): _____ # of (circle one: Br Lu Sn Sup): _____	Enter Day ____ Enter Date: _____ # of (circle one: Br Lu Sn Sup): _____ # of (circle one: Br Lu Sn Sup): _____																				

**HEALTHY  
SUMMER  
MEALS  
FOR KIDS**

# Summer Non-Congregate 2025

## Please Visit:

<https://squaremeals.org/Programs/Summer-Meal-Programs/Summer-Non-Congregate-Feeding-Program>

- FAQs – Updated as necessary
- Non-Congregate Request Form
- NC Eligibility Site Map
- Webinars and Presentation Slides

**Summer Outreach Webinar is  
coming up in April...more details  
coming soon!**

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1. mail:**

U.S. Department of Agriculture  
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**2. fax:**

(833) 256-1665 or (202) 690-7442; or

**3. email:**

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

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TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711  
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

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Food and Nutrition Division  
Summer Meal Programs



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[www.SquareMeals.org](http://www.SquareMeals.org)