Summer Food Service Program 101

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What is the Summer Food Service Program?

- Federally funded
- State administered
- Reimburses community providers (Sponsors) who serve healthy meals to children and teens in low-income areas at no charge when school is not in session
Kansas State Department of Education administers the program according to guidelines from USDA.

KSDE recruits Sponsors to run programs in communities. Sponsors may operate one or more sites.

Sites are the places in the community where children receive meals.
Organizations that have the ability to manage a food service program

- Schools – option to be Seamless Sponsors through National School Lunch Program (NSLP)
- Local government agencies
- Public agencies
- Faith based and other non-profit organizations
- Government organizations
What does a Sponsor do?

- Contracts with KSDE to oversee the planning and management of a food service program in summer
- Recruits meal service sites (1 or more) and provides sites with training and technical assistance
- Monitors sites
- Reports meal counts and submits claims for reimbursement to KSDE
- Conducts outreach to families in the community
- Location where meals are served on-site
  - School, park, playground, community building, church
- Sites may or may not offer other programming – recreation, arts, education
- Sites provide safe and supervised environment during meals
- Sites in low-income areas serve meals free to all children
Any location in an area:

- Served by a school with 50% or more of the children eligible for reduced price or free meals
- Identified as eligible by census tract
- Uses 185% of poverty or less for housing requirements – housing projects or rural development areas
- Sites that serve primarily migrants
All children ages 1-18 receive free meals

- Children who turn 18 during the summer may continue to participate through the summer.
- Persons 18 years of age and over who have a mental or physical disability that participate during the school year in a public or private school program.
What meals are served?

- Up to 2 meals a day at sites in low income areas
  - Sponsors decide what meals and when to serve
  - Breakfast, A.M. Snack, Lunch, P.M. Snack or Supper
  - Meals must meet USDA minimum meal guidelines
What are minimum meal requirements?

**Breakfast**
- 1 serving grain
- 1 fruit or vegetable or 100% juice
- 8 oz. milk

**Lunch or Supper**
- 1 serving grain
- Fruit and/or vegetable from 2 different sources
- 2 oz. meat/meat alternate
- 8 oz. milk

**Snack**
- 2 of the 4 food components (milk, grain, fruit/veg, or meat/meat alternate)
**Sample Menus**

- **Breakfast**
  - English Muffin
  - Fruit Cup
  - Milk

- **Snack**
  - Grape Juice
  - Celery Sticks with peanut butter and raisins

- **Lunch/Supper**
  - Turkey and Cheese Sandwich
  - Apple Slices
  - Carrot Sticks
  - Milk

**Meals may be served hot or cold as long as food is safe.**
Who prepares the meals?

- Sponsor determines if meals will be:
  - Prepared and served on-site
  - Prepared and transported
  - Purchased from a school
  - Purchased from a food service management company
    - Federal purchasing procedures must be followed

- Reimbursement may be used for labor to prepare meals
Reimbursement for each meal served includes:

- Operating – food and meal preparation expense
- Administration – personnel to monitor report
- Cash in Lieu of Commodities to Rural/Self-prep sites
  - $ .015 per meal

Sponsors file claims after each month of service
### 2015 Reimbursement Rates

<table>
<thead>
<tr>
<th></th>
<th>Self-Prep/Rural sites</th>
<th>Rural sites that are vended</th>
<th>Non-rural sites that are self-prep</th>
<th>Vended / non-rural sites</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>$2.0925</td>
<td>$2.0775</td>
<td>$2.0525</td>
<td>$2.0375</td>
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<tr>
<td>Lunch/Supper</td>
<td>$3.6600</td>
<td>$3.6450</td>
<td>$3.6025</td>
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<tr>
<td>Snack</td>
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<td>$0.8650</td>
<td>$0.8600</td>
<td>$0.8450</td>
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</tbody>
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Schools participating as Seamless Summer Sponsors continue the NSLP reimbursement received during the school year. All meals may be served free to all children at eligible sites.
What resources are available?

- [www.kn-eat.org](http://www.kn-eat.org), Summer Food Service Program
- KSDE conducts training for new and returning sponsors
- KSDE provides menus and record forms as tools for success
- KSDE will connect new sponsors with a sponsor mentor
- A KSDE Child Nutrition Consultant and staff will provide direct contact (785-296-2276)
How can you participate?

- Be a Sponsor of one or more sites
- Be a site with a Sponsor
- Be a partner to a Sponsor or site
  - Advocate
  - Advertise
  - Volunteer
  - Promote
  - Provide programming
  - Provide additional resources – people, equipment...
What is the timeline?

- Sponsors need to start planning early
  - Identify sites
  - Attend KSDE training in April
- Initial Sponsor Pre-approval applications due to KSDE by May 1
- Sponsors train site personnel prior to opening
- Sponsors review new sites during the first week of meal service and all sites during the program
- Claims filed after the last day of the month
- KSDE vouchers on Tuesdays with payments by Friday
Questions

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