

# PLANNING YOUR SUMMER FOOD SERVICE PROGRAM: MEAL SERVICE

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[www.sde.ok.gov/sde/summerfood](http://www.sde.ok.gov/sde/summerfood)



# OBJECTIVES

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- Different methods to provide meals
- Meal pattern requirements for the meals
- What to do with leftovers
- Meal service requirements
- Food safety rules



# MEAL SERVICE

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- Prepare and assemble their own meals
- Obtain meals from a school food authority
- Obtain meals from a food service management company



# MEAL SERVICE – SELF PREP

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- Prepare own meals
- Central Kitchen –  
must submit plan to SA for approval  
of distribution



# MEAL SERVICE – CONTRACTING WITH SFA

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- Purchase meals from schools
- Substitute meal pattern requirements for SFAs who participate in the NSLP or SBP



# CONTRACT WITH SFA or FSMC

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School Food Authority (SFA)

or

Food Service Management Company (FSMC)

- Must provide unitized meals with or without milk



# COMMODITIES

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Eligible sponsors include:

- Sponsors preparing meals on-site or at a central kitchen
- Sponsors purchasing meals from a SFA that participates in the NSLP
- SFA sponsors that procure their SFSP meals from the same food service management company that competitively provided their most recent NSLP or SBP meals
- The Oklahoma Department of Human Services will provide information on commodities



# MEAL SERVICE

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- Sponsors are encouraged to serve locally grown foods

<http://www.fns.usda.gov/farmentoschool/farm-summer>



# MEAL SERVICE

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- Can be operated by different sponsors at a site
- Site may not exceed the maximum number of meals
- Meal types and combinations
- Camp and migrant sites



# Meal Pattern Requirements

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## SFSP meal pattern

- Breakfast
- Lunch/Supper
- Snack



# Meal Pattern Requirements

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- Dietary Substitutions/Modifications
- Nondairy milk substitute
  - Only milk substitutes that meet USDA's nutrient requirement
  - Schools can opt not to serve a milk substitute
  - Must communicate to parents



# MEAL PATTERN REQUIREMENTS

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- Infants
- Children aged 1-6 years-old
- Children aged 12-18 years old



# MEAL PATTERN REQUIREMENTS

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- Sponsors serving meals that are prepared in schools may, with prior OSDE CNP approval, use the meal requirements of those programs instead of SFSP meal patterns
- SFA sponsors may use the meal requirements of the NSLP or SBP instead of the SFSP meal patterns without ODE CNP approval
- Offer versus serve (OVS)
  - ✓ Permits children to decline a certain number of menu items they do not intend to eat
  - ✓ Not required, option of the sponsor
  - ✓ All food components in the required serving sizes must be offered
    - A food component is one of the food groups that comprise a reimbursable meal
    - A food item is a specific food offered within the food components comprising the reimbursable meal



# MEAL PATTERN REQUIREMENTS

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Non-school sponsors electing OVS and schools participating in SFSP and electing SFSP meal patterns are required to follow the SFSP OVS requirements

## Breakfast

- A child must take three of the four items offered

## Lunch

- A child must take three out of the five components



# MEAL PATTERN REQUIREMENTS

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## Offer Versus Serve

- Cannot offer two servings of the same food item
  - Non-school sponsors must notify OSDE CNP of their intention to utilize
  - Sponsors or sites may be restricted from utilizing the option on a case-by-case basis
- ➔ If the option is denied by the SA, it's not appealable
- School sponsors electing NSLP or SBP meal pattern and SFAs operating SSO required to follow OVS requirements of NSLP and SBP



# LEFTOVER MEALS OR COMPONENTS

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- Monitoring site reports on the number of attending children and the number of delivered meals
- Limiting the number of second meals served
- Transferring extra meals to a site
- Designate a “sharing table” or stations where children may return whole items that they choose not to eat
- Where equipment is available, complete meals and nonperishable components that remain on a sharing table can be stored under refrigeration for subsequent service
- The form of the food should be suitable to the age of the children



# LEFTOVER MEALS OR COMPONENTS

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## Donate foods

- Homeless shelters, food banks, food pantries, or other types of facilities that serve meals or distribute food to needy persons
- Send leftover meals or food home with children

➡ Cannot be claimed for reimbursement

Food Recovery and Gleaning Initiative of 1997

<http://www.fns.usda.gov/fdd/gleaning/besthome.htm>

[http://www.usda.gov/documents/usda\\_gleaning\\_toolkit.pdf](http://www.usda.gov/documents/usda_gleaning_toolkit.pdf)

➡ Look under *Resources* on the webpage



# MEAL SERVICE

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## Additional foods

- Must be creditable
- Expenditures for foods that may not be served as part of the reimbursable meal based on the SFSP meal patterns are not an allowable cost.



# MEAL SERVICE REQUIREMENTS

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- Serve the same meal to all children.
- Except where permitted by OSDE CNP ensure that children eat all meals on-site.
- OSDE CNP allows items from the fruit/vegetable component of the meal pattern to be taken off-site.
- Ensure that all children in attendance at the site receive one meal before any child is served a complete second meal, or any adult meals are served.
- Adhere to local health and sanitation regulations.
- Make adequate arrangements for food service during inclement weather if meals are usually served at an outdoor site.
- Serve meals during the times of meal service submitted on the Site Information Sheet and approved by SA.



# OFF-SITE CONSUMPTION OF MEALS

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## Meals must be consumed on site!

Exceptions:

- Field trip with prior approval of SA
- Otherwise approved by FNS
- Extenuating circumstances, sponsors may allow offsite consumption of meals as long as meals taken offsite are not claimed for reimbursement
- One fruit, vegetable or grain item may be taken off-site from own meal or “sharing table”



# SUPPER MEAL EXCEPTIONS

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The SA may approve sponsors to serve Suppers in place of Lunches in certain circumstances.

- Area is eligible for the program but sites, meal preparation facilities, or staff are not available for a lunch meal service
- An organization has developed late-afternoon or evening programs for children in low-income areas to keep them occupied in the summer months, but do not have sufficient resources to provide children with meals

Except for camps and migrant sites, sponsors are not allowed to serve a supper and a lunch at the same site.



# MEALS SERVED TO ADULTS

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Meals served to adults must be reported differently than those served to children.

## Program Adults

- Work directly with the meal service at the site as either volunteers or paid employees.
- Meals may be served free
- May not be claimed for reimbursement as a reimbursable meal, but may be counted as legitimate operating costs



# MEALS SERVED TO ADULTS

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## Non-Program Adults

- Do not work in any direct way with the meal service at the site
- Option to serve meals at no charge, or charge a fee for the meal
- Cost of meals served may be counted as part of the sponsor's operating costs only if the adult pays, or non-Program funds cover, the full cost of the meal and the money received is reported as income to the Program



# FAMILY STYLE MEAL SERVICE

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## Sponsors must ensure

- Enough food is placed on each table to provide minimum portions of all required meal components and to accommodate program adults
- Some amount of each required component is placed on each child's plate, and at least the minimum regulatory portion is offered to the child
- When the full portion is not initially served to children, supervising adults must assume the responsibility of actively encouraging the child to accept service of the full portion during the course of the meal



# FIELD TRIPS

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- Sponsors must inform SA whenever Field Trips affect the time or location of meal service
- Must inform SA if Field Trip is cancelled
- Sponsors must provide the SA with information regarding the times of the meal service at each site
- Sites must arrange for delivery if meals are not prepared on site
- Site must arrange for storage meals according to health standards



# Field Trip Notification Form

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- A Field Trip Notification Form is found on the webpage [sde.ok.gov/sde/summerfood](https://sde.ok.gov/sde/summerfood) located under “Forms”
- Sponsors must complete and submit form to the SA at least 72 hours prior to any field trips.



# Questions??

Contact the State Agency at 405-521-3327



## Non-Discrimination Statement

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**For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, 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, audiotope, 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](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](mailto:program.intake@usda.gov).

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