

The background of the slide features dark blue silhouettes of several individuals. On the left, a person is shown in profile, looking down at a book or document. In the center, another person is seated at a desk, writing on a document. The overall scene suggests a professional or educational setting.

MAINE DEPARTMENT  
OF EDUCATION

# 2024 Annual Summer Food Service Program Training For Experienced Sponsors

**Presented by:** The Child Nutrition Team



Our Team

# Presenters

## **Adriane Ackroyd**

Assistant Director Child Nutrition

Office of Federal Programs

Team: Child Nutrition

## **Kaitlin Fayle**

Summer Food Service Program Coordinator

Office of Federal Programs

Team: Child Nutrition

# SFSP Staff



**Adriane Ackroyd**, SFSP Coordinator  
[adriane.ackroyd@maine.gov](mailto:adriane.ackroyd@maine.gov) 207-592-1722



**Kate Fayle**, SFSP Outreach Coordinator  
[kaitlin.fayle@maine.gov](mailto:kaitlin.fayle@maine.gov) 207-592-4198



**Jodi Truman**, SFSP Financial Specialist  
[jodi.truman@maine.gov](mailto:jodi.truman@maine.gov) 207-624-6877



**Terri Fitzgerald**, SFSP USDA Foods Specialist  
[terri.fitzgerald@maine.gov](mailto:terri.fitzgerald@maine.gov) 207-624-6882



**Paula Nadeau**, SFSP Administrative Support  
[paula.nadeau@maine.gov](mailto:paula.nadeau@maine.gov) 207-624-6842

# 2024 Agenda

2024 Maine SFSP Administration

Rural Non-Congregate Meals

SFSP Meal Pattern Review and Purchase Requirements

SFSP Meal Service

Meal Counting and Accountability

Civil Rights Reminders

Training, Administrative Reviews and Paperwork Requirements

# Program Purpose



Ensuring Children have Access to Nutritious Meals and Snacks When School is not in Session

The Summer Food Service Program (SFSP) is a federally-funded, state-administered program

SFSP reimburses program operators who serve complementary healthy meals and snacks to children and teens in areas of need

# Key Websites

## Maine DOE SFSP

<https://www.maine.gov/doe/schools/nutrition/programs/sfsp>

- Required forms and program guidance:
  - Monitoring forms
  - Meal accountability forms
  - Guides to meal pattern
  - Training links and materials
  - Additional resources

## Maine CNPweb

<https://me.cnpus.com/cnp/Login>

- Complete annual application packet online
- File claims
- USDA foods

# Sponsor Responsibilities

- Complete the yearly application packet and sign the SFSP agreement with the Department of Education Child Nutrition
- Oversee staff/volunteers and make sure the site(s) operate in compliance with regulations
- Conduct site visits
- Serve meals that meet the UDSA meal pattern and ensure proper accountability of meals serve to children
- File claims for reimbursement

# 2024 Reimbursement Rates

	Rural or Self-Prep	All Other Types of Sites
Breakfast	\$2.9775	\$2.9225
Lunch or Supper	\$5.2125	\$5.1300
Snack	\$1.2350	\$1.2050





# Which Rate Will I Get?

- If the site is in a rural area or is “self-prep” where the sponsor purchases food and makes the meals for the site, the site will receive the higher reimbursement rate
- If the site is in an urban area and the sponsor purchases meals from a food service management company or a school and doesn't make the meals, the site will receive the lower reimbursement rate

# Definitions/Clarification

- **Self-preparation site** -Is a site that prepares meals that will be served at the site or receives meals that are prepared at its sponsor's central kitchen.
- **Self-preparation sponsor**- Is a sponsor which prepares the meals that will be served at its site(s) and does not contract with a food service management company for unitized meals.

# Summer 2024 Program Changes

- ***Streamlining Requirements and Improving Integrity in the SFSP Final Rule***
  - Site Visit Requirements
  - Offer versus Serve
  - Closed Enrolled Site Eligibility
  - Assessing VCA with a Management Plan
  - Offsite Food Items
  - Meals served away from an approved location
  - Media Release Requirement
- ***Establishing the Summer EBT Program and Rural Non-congregate Option in the Summer Meal Programs***
  - Permanent Rural Non-Congregate Meal Program
  - Summer EBT

# Streamlining Requirements and Improving Integrity in the SFSP Final Rule

- **New! Two-week site visit** - for new sites and those that experienced operational problems in the previous year, including existing sites switching to non-congregate meal service
  - Monitors must stay for the entire mealtime
  - Visits must be done for congregate and non-congregate sites
  - Replaces the first week visit and can be done at the same time as the four-week monitoring visit

# Streamlining Requirements and Improving Integrity in the SFSP Final Rule

- **Offer versus Serve** - SFAs only; Maine has a waiver allowing all sponsors in good standing to use OVS for congregate sites
- **Closed Enrolled Site Eligibility** - can use census tract data, school data or free/reduced status of enrolled children
  - Must ensure the site doesn't limit access to area children if census/school data is used; how can they access meals if they aren't enrolled?

# Streamlining Requirements and Improving Integrity in the SFSP Final Rule

SFSP Sponsors must demonstrate "VCA" - Viability, Capability, and accountability

- Brings SFSP more into alignment with CACFP
- Performance standards, budgets, and management plans
  - Performance Standard 1: Financial Viability and Management
  - Performance Standard 2: Administrative Capability
  - Performance Standard 3: Internal Controls for Program Accountability
- SFSP application, budget and \*new\* management plan designed to assess VCA
- Management Plan required for "SFSP only" sponsors and those selected by DOE

# Streamlining Requirements and Improving Integrity in the SFSP Final Rule

- Codifies allowance of one fruit, vegetable, or grain item to be taken offsite
- Meals served away from an approved location – field trips
- Media Release Requirement
  - "Notification to the Community"
  - Maine DOE will issue on behalf of sponsors
  - Optional at sponsor level; camps/closed enrolled can notify participants only

# Streamlining Requirements and Improving Integrity in the SFSP Final Rule - Definitions

- **Site Supervisor** – individual onsite for the duration of meal service, who has been trained by the sponsor, and is responsible for all administration and management activities at the site
- **Unaffiliated Site** – a site that is legally distinct from the sponsor
- **Net Cash Resources** – all monies that are available to or have accrued to a sponsor's nonprofit food service at any given time, less cash payable
- **Nonprofit Food Service** – All food service operations conducted by the sponsor principally for the benefit of children, all of the revenue from which is used solely for the operation or improvement of such food services
- **Nonprofit Food Service Account** - restricted account in which all revenue from food service operations conducted by the sponsor for the benefit of children is retained and used only for the operation or improvement of the nonprofit food service



# Establishing the Summer EBT Program and Rural Non-congregate Option in the Summer Meal Programs

- **New! Permanent Summer EBT Program**
  - Maine is working on a plan with DHHS as the lead agency
  - Summer EBT complements summer meals
  - Not all Special Provision 2/CEP students qualify
- **Established new regulations for rural non-congregate meal program**
  - Rural areas in Maine have expanded based on updated USDA mapper
  - To Go Meals or Delivered Meals



- **SUN Meals:** In-person summer meal sites; group summer meal service
- **SUN Meals To-Go:** To-go or home-delivered meals in certain rural areas
- **SUN Bucks:** Summer Electronic Benefits Transfer Program, or Summer EBT; summer grocery benefits

The SUN name – derived from the words Summer and Nutrition – reflects the broader, brighter impact USDA’s Summer Nutrition Programs will have on kids across the nation, helping them thrive during summer and beyond.

# Program Administration

- What's in the Annual Participation Packet in CNPweb?
  - Sponsor application
  - Budget
  - Site information sheet(s)
  - Checklist forms
- Monthly Claims
- Resources on how to complete the packet are [here](#) or click the "help" tab in CNPweb
- <https://me.cnpus.com/cnp>

Welcome to **CNPweb**

Sign In

Enter User Id:

Enter Password:

[Forgot User ID?](#)  
Contact Maine DOE at (207)624-6842 or (207)624-6843  
[Forgot Password?](#)

Child Nutrition  
Maine Department of Education

# CNPweb User



All sponsors must have **two** different users assigned to CNPweb as an edit check for submitting program applications and claims

- **Sponsor Administrator** – Files/submits the application and site claims
- **Claim Approver** (formally known as Legal Agent) – Approves site claims and submits the annual application for DOE

*If you do not have access to CNPweb contact [Child.Nutrition@maine.gov](mailto:Child.Nutrition@maine.gov)*

# CNPweb Instructions

## User Guides

Can be found under the “**help**” tab in CNP web

- Application
- Budget
- Site Info Sheets
- Management Plan
- **YouTube** Step by Step guides can be found on the Maine CN SFSP website:  
<https://www.maine.gov/doe/schools/nutrition/programs/sfsp>

## Help Documentation

Sort	Program	Form Description
1	SFSP	SFSP Sponsor Application Guide
2	SFSP	SFSP Sponsor Budget Guide
3	SFSP	SFSP Site Info Sheet Guide
4	SFSP	SFSP Sponsor Claim Guide
5	SFSP	SFSP USDA Foods Guide
7	SFSP	Non-Congregate Meals Application Guide

# CNPweb Instructions

## New Checklist Documents!

- Updated agreement
- CNPweb User Access Certification Form
- Free Meal Policy Statement
- Policy statement for those who charge for "paid" meals
- Hearing Procedures for Camps or Conditional Non-Congregate
- Sponsor Management Plan

Item	Required	Off-Line Forms Description
1.	<input checked="" type="checkbox"/>	Agreement for Summer Food Service Program
2.	<input type="checkbox"/>	501C (For non -SFA's)
3.	<input checked="" type="checkbox"/>	CNPWeb User Access Annual Certification Form
4.	<input type="checkbox"/>	Sponsor-Site Agreement for unaffiliated Sites
5.	<input type="checkbox"/>	Copy of Food Service Management Contract
6.	<input type="checkbox"/>	Reason for Selecting the Chosen FSMC
7.	<input type="checkbox"/>	Copy of bids received
8.	<input type="checkbox"/>	Certificate of independent price comparison
9.	<input type="checkbox"/>	Attestation for Non-Congregate Service SFSP
10.	<input type="checkbox"/>	Free Meal Policy Statement for Non-Pricing Programs
11.	<input type="checkbox"/>	Policy Statement for Camp or Conditional Non-Congregate Sponsors Who Charge for Meals
12.	<input type="checkbox"/>	Conditional Non-Congregate Site Hearing Procedures - Upload Document
• 13.	<input type="checkbox"/>	Sponsor Management Plan - Upload Document
• 14.	<input type="checkbox"/>	Board Member List - Sponsor Management Plan - Upload Document
• 15.	<input type="checkbox"/>	Organizational Chart - Sponsor Management Plan - Upload Document
• 16.	<input type="checkbox"/>	Position Descriptions/Duty Statements - Sponsor Management Plan - Upload Document
• 17.	<input type="checkbox"/>	Wage/Salary Scale - Sponsor Management Plan - Upload Document
• 18.	<input type="checkbox"/>	Single Audit Report - Sponsor Management Plan - Upload Document
• 19.	<input type="checkbox"/>	SFSP Policies and Procedures - Sponsor Management Plan - Upload Document
• 20.	<input type="checkbox"/>	SFSP Sample Menu(s) - Sponsor Management Plan - Upload Document

# CNPweb Updates Sponsor Management Plan

Item	Required	Off-Line Forms Description
1.	☑	Agreement for Summer Food Service Program
2.		501C (For non -SFA's)
3.	☑	CNPWeb User Access Annual Certification Form
4.		Sponsor-Site Agreement for unaffiliated Sites
5.		Copy of Food Service Management Contract
6.		Reason for Selecting the Chosen FSMC
7.		Copy of bids received
8.		Certificate of independent price comparison
9.		Attestation for Non-Congregate Service SFSP
10.		Free Meal Policy Statement for Non-Pricing Programs
11.		Policy Statement for Camp or Conditional Non-Congregate Sponsors Who Charge for Meals
12.		Conditional Non-Congregate Site Hearing Procedures - Upload Document
• 13.		Sponsor Management Plan - Upload Document
• 14.		Board Member List - Sponsor Management Plan - Upload Document
• 15.		Organizational Chart - Sponsor Management Plan - Upload Document
• 16.		Position Descriptions/Duty Statements - Sponsor Management Plan - Upload Document
• 17.		Wage/Salary Scale - Sponsor Management Plan - Upload Document
• 18.		Single Audit Report - Sponsor Management Plan - Upload Document
• 19.		SFSP Policies and Procedures - Sponsor Management Plan - Upload Document
• 20.		SFSP Sample Menu(s) - Sponsor Management Plan - Upload Document

The Sponsor Management Plan is required for all Standalone SFSP Sponsors -Those that do not also operate NSLP or CACFP

# Site Info Sheets – Important!

- Sites must be approved before program operations and claiming
- Site change requests must be made in writing
- Ensure the site capacity "CAP" – is correct!
  - Located in the site day/times table
- Tip! Review site info sheets each month to make sure they are correct!



# Annual Deadlines

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## Annual SFSP Deadlines:

- SFSP Annual Participation Packet in CNPweb due **June 2, 2024**
  - **USDA Foods for SFSP deadline April 21, 2024**
- Monthly Claims: **8<sup>th</sup> of each month**
  - Approved claims submitted by the 8<sup>th</sup> are paid the month of submission
    - Example – June claim submitted by July 8 will be paid in July
  - Waiting until the 60-day grace period leads to delayed payment
    - June 2024 claim must be completed by August 29, 2024
    - July 2024 claim must be completed by September 29, 2024
    - August 2024 claim must be completed by October 30, 2024
- If you need help revising your claim, contact **Jodi Truman** in the Nutrition Office



# Claims Can No Longer Be Combined

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- Two claim months can no longer be combined into one
- You must file a claim for each month



# Required UEI for Non-School Sponsors

Federal Identification number

**You can Register at SAM.gov**

## **Register or Renew your SAM Registration**

*A SAM registration is required for any entity to bid on and get paid for federal contracts or to receive federal funds.*

*These include for profit businesses, nonprofits, government contractors, government subcontractors, state governments, and local municipalities.*

# USDA Foods/Food Distribution Program

**Terri Fitzgerald**  
USDA Food Coordinator  
207-624-6882  
[terri.fitzgerald@maine.gov](mailto:terri.fitzgerald@maine.gov)



# USDA Foods in SFSP

- Sponsors with submitted SFSP applications by **April 21** are eligible for USDA foods
- Ordering is in CNPweb **May 1 – 15**
- Step by step instructions can be found under the CNPweb “help” tab
- If you don’t see FDP in CNPweb contact
  - [child.nutrition@maine.gov](mailto:child.nutrition@maine.gov)



Tentative offerings: **peach** and **strawberry** cups (purchased under “extra items”).  
There is no leftover NSLP food this year to be transferred to SFSP.

# USDA Delivery Sites

- Select your SFSP name in the Food Distribution Program (USDA Foods) in CNPweb
- If you wish to add a delivery site, contact Terri Fitzgerald at: [Terri.Fitzgerald@maine.gov](mailto:Terri.Fitzgerald@maine.gov)

Program Selection	
Program Code	Program Description
SNP	School Nutrition Programs
CACFP	Child and Adult Care Food Program
SFSP	Summer Food Service Program
FDP	Food Distribution Program (USDA Foods)

Number	Name	NSLP	CACFP	SFSP	FDP
1464	RSU 25	✓		✓	✓
SFSP-1464	RSU 25				✓

# SFSP Finances



**Jodi Truman**

Child Nutrition Finance Specialist

207-624-6877

[jodi.truman@maine.gov](mailto:jodi.truman@maine.gov)

# Unused Reimbursement

**Unused reimbursement** – the difference between the amount of reimbursement earned and actual costs, should reimbursement exceed costs.

If the sponsor has unused reimbursement:

- Can be put towards the next year's SFSP
- Can be used in other USDA Child Nutrition Programs (NSLP/CACFP)

**If sponsor ceases SFSP operation, unused reimbursement must be used for other USDA Child Nutrition Programs.**

**If only SFSP was operated, unused reimbursement does not need to be returned.**





# Excess Funds - Advances

**Excess funds** - the difference between any advance funding and meal reimbursements, when advanced funds exceed reimbursement.

Example: \$1,000 advance received - \$900 reimbursement earned = \$100 excess funds

Excess funds must be returned to the State of Maine and cannot be used for other USDA Child Nutrition Programs



# Balance Too High

- A sponsor's net cash resources may not exceed **one month's** average expenses for SFSP in the nonprofit food service account
- If NSLP or CACFP are operating during the year, then three months' average expenses cannot be exceeded
- Contact DOE Child Nutrition if a balance too high is expected

# Reminder – One Time Exceptions for Late Claims

- A claim filed or revised past the 60-day grace period is subject to a one-time exception
- This can only occur once every 36 months
- Claim adjustments due to Administrative Review findings are exempt from the exception



# SFSP Site Definitions



# Types of SFSP Sites

The Site Is:	If:	Based on:	Who you can claim?
Open	<ul style="list-style-type: none"> <li>At Least 50% of children in the area are eligible for Free or Reduced-price school meals (Area Eligible)</li> </ul>	<ul style="list-style-type: none"> <li>School Data</li> <li>Census Data</li> </ul>	<ul style="list-style-type: none"> <li>All recipients 18 and under</li> </ul>
Closed Enrolled	<ul style="list-style-type: none"> <li>At least 50% of the children enrolled in the program are eligible for Free or Reduced-price school meals through the attendance area of a school or the meal site is in an eligible census block, and the site is open to enroll local, residential children.</li> <li>If the site is not area eligible then meal benefit applications from the enrolled participants can be collected to establish 50% eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>School Data</li> <li>Census Data</li> <li>Meal benefit applications collected from enrolled children</li> </ul>	<ul style="list-style-type: none"> <li>Enrolled participants 18 and under</li> <li>Staff who are 18 and under cannot be claimed as they are not enrolled</li> </ul>
Camp	<ul style="list-style-type: none"> <li>Residential or non-residential day camp program which offers a regularly scheduled food service as a part of an organized program for enrolled children.</li> </ul>	<ul style="list-style-type: none"> <li>Meal benefit applications</li> </ul>	<ul style="list-style-type: none"> <li>Those with F/R status 18 and under</li> </ul>

# Types of SFSP Sites

The Site is:	If:	Based on:	Who You Can Claim?
Non-Congregate	<ul style="list-style-type: none"><li>The Site is “Rural” and the site is area eligible</li></ul>	<ul style="list-style-type: none"><li>School data</li><li>Census data</li><li>Rural data required</li></ul>	<ul style="list-style-type: none"><li>All recipients 18 and under</li></ul>
Conditional Non-Congregate	<ul style="list-style-type: none"><li>Offers a non-congregate meal service for eligible children in an area that does not meet area eligibility requirements</li></ul>	<ul style="list-style-type: none"><li>Rural Data required</li><li>Meal Benefit Applications</li></ul>	<ul style="list-style-type: none"><li>Only those with F/R status 18 and under</li></ul>

# Types of SFSP Sites

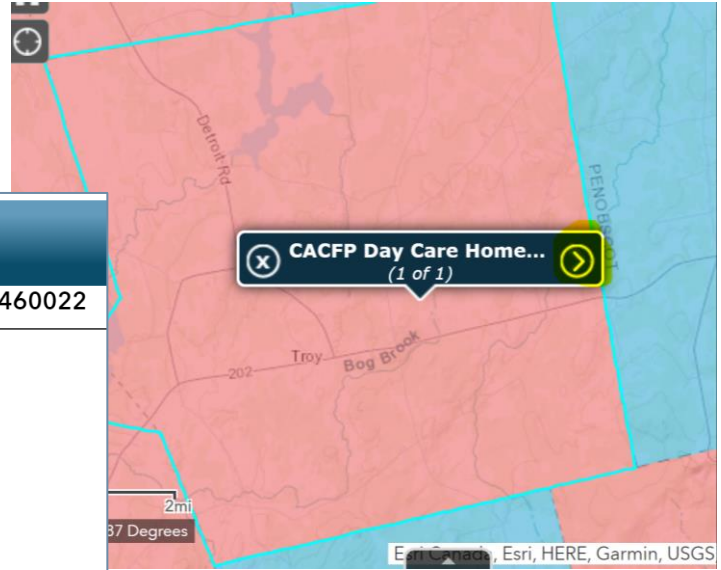
Site is:	If:	Based on:	Who You Can Claim
Mobile Meals (Urban area)	<ul style="list-style-type: none"> <li>Each stop is a designated site with congregate service</li> </ul>	<ul style="list-style-type: none"> <li>School data</li> <li>Census data</li> </ul>	<ul style="list-style-type: none"> <li>All recipients 18 and under who eat meals on site</li> </ul>
Mobile Meals (Non-Congregate /rural area)	<ul style="list-style-type: none"> <li>Each stop is a designated site</li> <li>Recipients allowed to take meals off site</li> </ul>	<ul style="list-style-type: none"> <li>School Data</li> <li>Census Data</li> <li>Rural Data</li> </ul>	<ul style="list-style-type: none"> <li>All recipients 18 and under</li> </ul>
Home Delivered Mobile Meals (Non-Congregate/rural area)	<ul style="list-style-type: none"> <li>Each home delivery route can be a site</li> <li>Individual houses are not sites!</li> <li>Households must provide written consent</li> </ul>	<ul style="list-style-type: none"> <li>School Data</li> <li>Census Data</li> <li>Rural Data</li> </ul>	<ul style="list-style-type: none"> <li>All recipients 18 and under</li> </ul>
Mobile Meals (Conditional Non-Congregate/rural area)	<ul style="list-style-type: none"> <li>In non-area eligible rural locations</li> <li>Meals delivered to eligible households with written household consent</li> <li>Sites can be pick-up locations, but you must have a way of identifying who is eligible at distribution</li> </ul>	<ul style="list-style-type: none"> <li>Meal Benefit Applications</li> <li>Rural Data</li> </ul>	<ul style="list-style-type: none"> <li>Recipients 18 and under</li> <li>With meal benefit applications</li> </ul>

# Establishing Summer Food Sites

- **School Data** - Meal site(s) must be in the attendance area of a school where at least 50% of the children are eligible for free or reduced-price school meals.  
<https://www.maine.gov/doe/schools/nutrition/CNDataareports>
- **Census** - When using census data to determine eligibility, the proposed site must be in a Census Block Group (CBG) or Census Tract in which 50% or more of the children are eligible for free or reduced-price meals. <https://www.fns.usda.gov/area-eligibility>
- **Meal Benefit Applications** - Student applications are utilized for closed enrolled, camp or conditional non-congregate sites. They can either be distributed by the SFSP Sponsor, or the SFSP sponsor may reach out to the applicant's school for eligibility status with a Memorandum of Understanding in place. Sites that are not residential/day camps or conditional non-congregate must establish a 50% eligibility for children who attend (all can eat for free regardless of free status).
- **Five Year Eligibility** – Once a site becomes area eligible through school or census data, the eligibility is good for 5 years



# Census



(1 of 1)

## CACFP Day Care Home (Tier I) and SFSP Summer Meal Site Eligibility for FY23: 230270460022

GEOID	230270460022
State	Maine
FY 2023 Area Eligible?	YES
CBG: Percentage of children (0-18) eligible for F/RP meals	42.20
CBG: Number of children (0-18) eligible for F/RP meals (Numerator)	135.00
CBG: Total children (0-18) (Denominator)	320.00
CBG: Percentage of children (0-12) eligible for F/RP meals	53.20
CBG: Number of children (0-12) eligible for F/RP meals (Numerator)	125.00
CBG: Total children (0-12) (Denominator)	235.00
Census Tract: Percentage of children (0-18) eligible for F/RP meals	36.80
Census Tract: Percentage of children (0-12) eligible for F/RP meals	40.50

<https://www.fns.usda.gov/area-eligibility>

# School Data using the October Survey

School Name	Enroll	Free	Free %	Reduced	Reduced %	Eligible	Eligible %
Enfield Station Elementary School	208	94	45.19%	22	10.58%	116	55.77%
Hichborn Middle School	98	40	40.82%	13	13.27%	53	54.08%
Penobscot Valley High School	133	47	35.34%	8	6.02%	55	41.35%
	439	181	41.23%	43	9.79%	224	51.03%

- Used when serving the attendance area of the school that qualifies.  
*This can be used qualify the school as a site or a nearby address.*  
***District totals or “CEP” status cannot be used to approve a site.***

# Meal Benefit Applications

Don't forget!

- ✓ Name of household members
- ✓ Adult signature
- ✓ Last 4 of SS#

Current income guidelines can be found on the SFSP webpage

Names  Household Member (include students listed above)	Earnings from Work before deductions	Gross Income (before deductions)													
		Weekly	Every 2 weeks	2 times/month	Monthly	Welfare, Child Support, Alimony received	Weekly	Every 2 weeks	2 times/month	Monthly	Pensions, Retirement, Social Security & All Other Income	Weekly	Every 2 weeks	2 times/month	Monthly
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>TOTAL HOUSEHOLD SIZE:</b>															

**STEP 4: ADULT SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (required)**

*I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.*

Signature of Adult: \_\_\_\_\_ Last 4 Digits of Social Security Number: \_\_\_\_\_  I do not have a Social Security Number

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

<https://www.maine.gov/doe/schools/nutrition/studenteligibility>

# Clarification

- ***Non-congregate meal service:***

A food service at which meals are provided for children to consume all the components off-site. Non-congregate meal service must only be operated at sites designated as “rural” and with no congregate meal service available.

- ***Conditional non-congregate site:***

Qualifies for program participation because it offers a non-congregate meal service for eligible children in an area that does not meet area eligibility requirements. Only meals served to free/reduced-price eligible households may be claimed for reimbursement.

- ***Restricted open site:***

Means a site which is initially open to broad community participation, but at which the sponsor restricts or limits attendance for reasons of security, safety or control.

# Non-Congregate Meal Service in Rural Areas

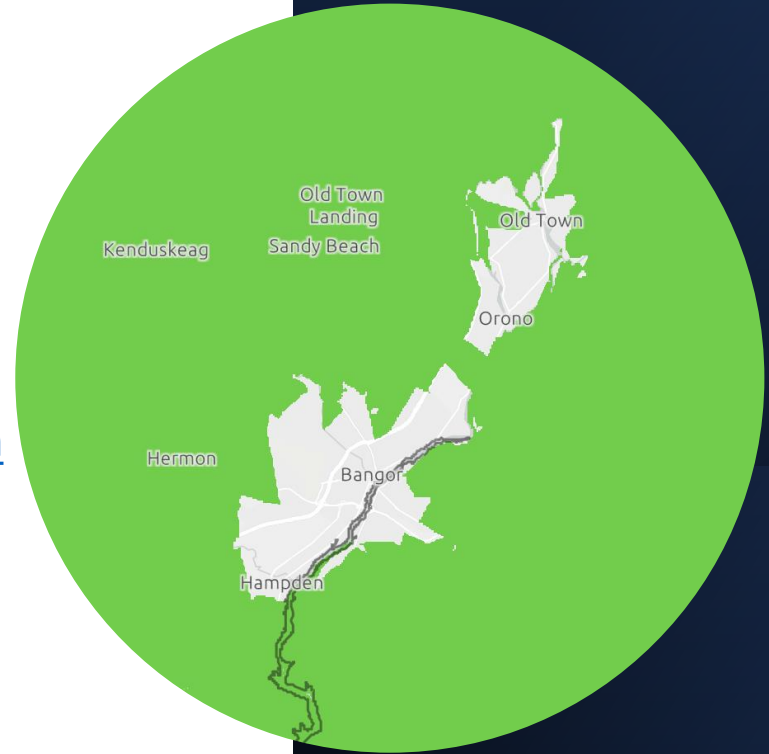


# Rural/Non-Congregate Sites

Rural Eligibility can be established through the Rural Designation Mapper.

<https://www.fns.usda.gov/sfsp/rural-designation>

Rural status is good for 5 years



# Definitions for Rural

## *Rural means:*

- (1) Any area in a county which is not a part of a Metropolitan Statistical Area based on the Office of Management and Budget's Delineations of Metropolitan Statistical Areas;
- (2) Any area in a county classified as a non-metropolitan area based on USDA Economic Research Service's Rural-Urban Continuum Codes and Urban Influence Codes;
- (3) Any census tract classified as a non-metropolitan area based on USDA Economic Research Service's Rural-Urban Commuting Area codes;
- (4) Any area of a Metropolitan Statistical Area which is not part of a Census Bureau-defined urban area;
- (5) Any area of a State which is not part of an urban area as determined by the Secretary;
- (6) Any "pocket" within a Metropolitan Statistical Area which, at the option of the State agency and with FNSRO approval, is determined to be rural in character based on other data sources.

# Who is Eligible for Non-Congregate Services

- Must be an approved SFSP Sponsor in good standing
- Sites must be in rural areas
- Sites are established where congregate service is unavailable
- Non-congregate sites must be area eligible either by school or census data
- If rural area is not area eligible, reimbursement can only be received for children who qualify for free/reduced price meals through a conditional non-congregate service



# Non-Congregate Service Models

## Meal Pick-up and Grab & Go

- Packaged meals are taken home for children to eat later.
- Grab and go,” curbside service, or take-home backpacks.
  - Meal pickup is available to all children when the pick-up site is located in an area-eligible location.
  - When the pick-up site is located in an area that is not eligible (i.e. conditional non-congregate site), children must meet the income criteria through Meal Benefit Applications/DC list.



# Non-Congregate Service Models

## Home Delivery

- Sponsors can operate home delivery
- Signed consent forms will be required from parents/guardians
- Recurring preorder form
- In non-eligible areas, reimbursement for children who qualify for free/reduced price meals
- Food safety concerns must be considered
- Can be mail or delivery service or hand delivered
- Work with DOE CN staff



# Rural Non-Congregate Site Eligibility

All approved Sponsors or potential new Sponsors are eligible to apply for non-congregate meal service, provided they are in good standing.

- Please note that camps are still required to provide a regularly scheduled food service as part of an organized program for enrolled children, and that such meal programming is generally congregate in nature.
- However, there may be situations where non-congregate meal service for enrolled children is sensible, such as service of the third meal if a congregate meal service is not provided, or meals provided to be consumed over the weekend while an enrolled child is participating in an active camp session, but during which there are no congregate meals provided.

# Summer 2024 Non-Congregate Meal Service in Rural Areas

## Considerations for areas of service that may overlap:

*The sponsor proposes a plan to prevent overlap between meal services and ensures children are not receiving more than the daily maximum allowance of meals as required.*

## Physical conditions or other barriers that may allow for two services in one area:

- Limited capacity of a congregate site that prevents it from serving the community at large;
- Sites serving the same children on different days, different weeks, or for different meals on the same day; and
- Sites appealing to specific age groups or to children with unique dietary requirements.

# Non-Congregate Sites

Non-congregate meals cannot be provided in **non-rural** areas even if program access is limited because of lack of transportation, safety concerns, lack of a location to serve meals, or other similar reasons.

*All non-congregate sites need rural status*

- State agencies and sponsors should work together to determine how best to leverage community resources to provide a congregate meal service that meets the needs of children in non-rural areas

# Non-Congregate Sites

Existing rural sites can switch from congregated to non-congregated meal service. However, the non-congregated option is not intended to replace congregated meal service. **Priority goes to those rural areas that the congregated SFSP cannot reliably reach.**

A non-congregated site can operate in close proximity to a congregated site that is closed enrolled or a camp. Under some circumstances, State agencies must ensure that the congregated and non-congregated sites will not serve the same population of children for the same meal service on the same day.

# Combination Sites - Congregate and Non-Congregate

A site can provide a combination of non-congregate and congregate meal services if:

- The non-congregate meal service is provided when congregate meal service is not available
- There is no overlap in service to children
  - Up to two meals, or one meal and one snack, per child, per day
  - You must work with DOE Child Nutrition on approval

# Combination Sites

## Congregate and Non-Congregate - Examples

- A. A site that only offers breakfast through congregate service may be approved to provide a lunch through non-congregate meal service
- B. A congregate site that serves lunch and breakfast three days a week may be approved to provide non-congregate meals for days with no congregate service, including weekends
- C. A congregate site that operates in the month of July, may be approved to provide non-congregate meals for the summer period following their last congregate meal service day (provided that the non-congregate days are included in the site's approved service period)



# Non-Congregate Mobile Meal Sites

- If you are delivering to multiple sites along a route, each site needs a separate approved site info sheet and meal count form.
- If you are delivering to residential homes, the route is a site
  - Must have written household consent
  - Children are eligible in area eligible locations
  - Must confirm free/reduced status in ineligible rural areas

# Non-Congregate Allowable Number of Distributed Meals

- Up to two meals, or one meal and one snack, per child per day in any combination except lunch and supper
  - Camps – up to three
- Up to 10-days at once for those approved for multi-day distribution
- Consideration is on a case-by-case basis
  - Think of storage capacity, food quality, food safety, etc.
  - Historically, we allowed up to 5 days
  - Bulk – up to 5 days only!
  - Must have procedures in place to ensure the proper number of meals are distributed to each eligible child

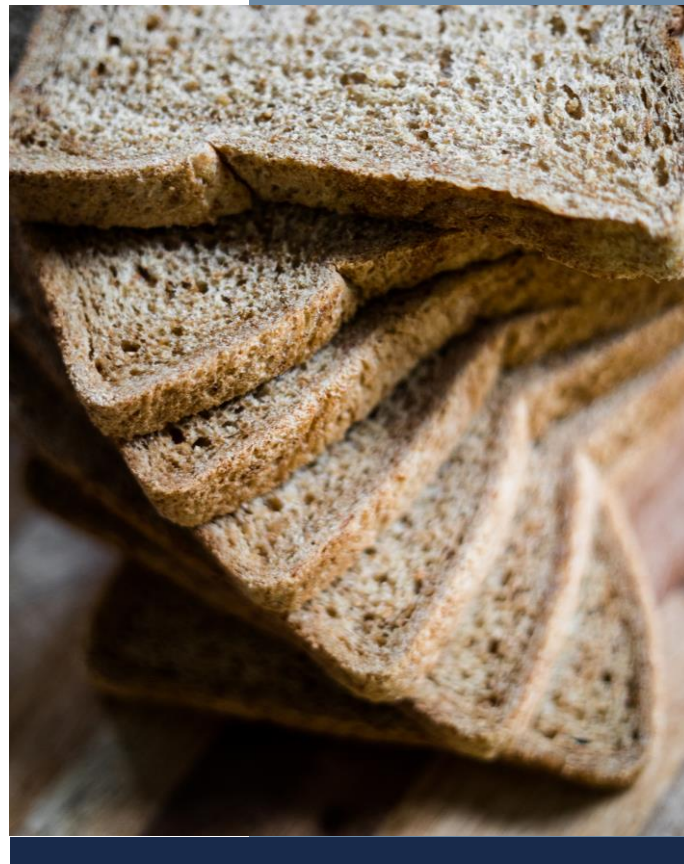
# Bulk Meals vs Unitized vs Multi-Day Meals

Bulk	Unitized	Multi-Day
<p>Specific food items provided in larger quantity than required for a single meal service</p> <p>Example: Loaf of bread and package of deli meat</p>	<p>Meal that is individually portioned, packaged, and served as a unit</p> <p>Beverages such as juice or milk may be packaged separately</p>	<p>Multiple meals provided on one day whether bulk or unitized.</p> <p>Example: 5 days of meals provided on Monday</p> <p>Unitized – 5 distinct packaged units</p> <p>Bulk – enough food items to be portioned into specific quantities to meet meal pattern requirements</p>

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## Bulk Service

- Food components must meet meal pattern requirements
- Items must be identifiable
- Menus provided with food items and portions listed
- Preparation minimal and instructions provided
- Up to 5 days
- Food safety and quality are important!
- Self-Prep sponsors only



# Non-Congregate Safety Concerns

Food safety is important for all meal service models

Sponsors should ensure food selections and packaging promote food safety; sponsors should also include instructions on at-home storage and preparation

As with congregate SFSP meal service, sponsors must ensure non-congregate meal packages meet State and local health and safety requirements

Sponsors should consider whether households have access to refrigeration, stoves, microwaves, etc. Shelf-stable meals are allowed.

# Non-Congregate OVS



Offer versus Service for non-congregate service is allowable for SFA sponsors only

The OVS waiver is applicable to congregate service

# Non-Congregate Parent Guardian Pick-up

Parents or guardians can pick up meals for children at approved non-congregate sites

Sponsors must have documented procedures to ensure that meals are only distributed to parents or guardians of children and that duplicate meals are not distributed

# Non-Congregate Sites

State agencies have the responsibility to deny sponsors that they determine:

- Are not financially and administratively capable of operating a non-congregate meal service
- Proposed one or more service areas already sufficiently served through a congregate meal service or
- Proposed one or more service areas that do not meet the requirements for non-congregate meal service

If the State agency denies a sponsor's non-congregate meal service, it must notify the sponsor of its right to appeal under Program regulations at 7 CFR 225.13. FNS encourages State agencies to consult with their FNS Regional Office if they need support in evaluating whether a sponsor must be denied.



# Recap: Non-Congregate Sites

- Rural areas
- Traditional eligibility
- No overlap with congregate sites
- Meal service times need approval
- Can have hybrid models of congregate and non-congregate
- Can have mobile meals
- **Ensure one meal type per child per day up to SFSP maximum**

# CNPweb Non-Congregate Site Info Sheet Changes

## Non-Congregate Meal Service Operation

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

Yes  No  N/A

a. If there is a waiver for Non-congregate meals due to excessive heat, are you requesting this site to be included?

Yes  No

b. Do you plan to provide non-congregate meals at this location as a rural location?

Yes  No

i. Will multiple days of meals be provided?

1. Check the day(s) meals will be distributed in a non-congregate operation:

Chk M-F	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. How many calendar days of meals are included?

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

Breakfast	AM Snack	Lunch	PM Snack	Supper	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Yes  No

c. May meals be picked up by parents or guardians?

Yes  No

d. Is this site providing home delivered meals?

Other non-congregate meal information:

# CNPweb Non-Congregate Claim Changes

Meals Served		Breakfast	AM Snack	Lunch	Supper	PM Snack
<i>Administrative Rate</i>		<i>(High)</i>		<i>(High)</i>		
2.	First Meals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3.	Second Meals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4.	Total Meals	0	0	0	0	0

*In this section, report information related to any meal served under the provisions of non-congregate. This section is for data gathering only and will not result in any reimbursement. Meals reported in this section must be included in meal counts identified above to be reimbursed.*

Non-congregate Meal Service Operation		Breakfast	AM Snack	Lunch	Suppers	PM Snack
5.	Meals Taken Off-site	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

# CNPweb Updates Non-Congregate Meals

Item	Required	Off-Line Forms Description
1.	☑	Agreement for Summer Food Service Program
2.		501C (For non -SFA's)
3.	☑	CNPWeb User Access Annual Certification Form
4.		Sponsor-Site Agreement for unaffiliated Sites
5.		Copy of Food Service Management Contract
6.		Reason for Selecting the Chosen FSMC
7.		Copy of bids received
8.		Certificate of independent price comparison
• 9.		Attestation for Non-Congregate Service SFSP
10.		Free Meal Policy Statement for Non-Pricing Programs
• 11.		Policy Statement for Camp or Conditional Non-Congregate Sponsors Who Charge for Meals
• 12.		Conditional Non-Congregate Site Hearing Procedures - Upload Document
13.		Sponsor Management Plan - Upload Document
14.		Board Member List - Sponsor Management Plan - Upload Document
15.		Organizational Chart - Sponsor Management Plan - Upload Document
16.		Position Descriptions/Duty Statements - Sponsor Management Plan - Upload Document
17.		Wage/Salary Scale - Sponsor Management Plan - Upload Document
18.		Single Audit Report - Sponsor Management Plan - Upload Document
19.		SFSP Policies and Procedures - Sponsor Management Plan - Upload Document
20.		SFSP Sample Menu(s) - Sponsor Management Plan - Upload Document

If providing Non-Congregate Meals additional check list documents are required

# Questions?

# Let's Take a Break

# Summer Food Service Program Meal Pattern

## Meal Components and Quantities



# SFSP Meal Pattern

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**4** Meal components make up the meal patterns for Breakfast, Lunch/Dinner, and Snack

- 1. Milk**
- 2. Vegetables and/or Fruit  
(considered 1 component)**
- 3. Grains**
- 4. Meat/Meat Alternate**





# Breakfast Meal Pattern

<b>Milk</b>	<ul style="list-style-type: none"><li>• 1 cup fluid milk</li></ul>
<b>Fruit/Vegetable</b>	<ul style="list-style-type: none"><li>• 1/2 cup juice, fruit and/or vegetable canned/frozen/fresh</li></ul>
<b>Grains/Bread</b>	<ul style="list-style-type: none"><li>• 1 oz equivalent baked grain item</li><li>• 3/4 cup cold dry cereal</li><li>• 1/2 cup hot cooked cereal</li></ul>

# Question

**Which of the following is not required as a part of the breakfast meal pattern?**

- A. Milk
- B. Grain
- C. Meat/meat Alternate
- D. Fruit/Vegetable



# Lunch/Dinner Meal Pattern

Milk	<ul style="list-style-type: none"><li>• 1 cup fluid milk</li></ul>
2 Fruits/Vegetables	<ul style="list-style-type: none"><li>• 3/4 cup total of <b>two different items</b> - juice, fruit and/or vegetable any combination</li></ul>
Grains/Bread	<ul style="list-style-type: none"><li>• 1 oz equivalent grain item</li><li>• 1/2 cup hot cooked cereal</li><li>• 1/2 cup pasta or noodles or grains</li></ul>
Meat/Meat Alternate	<ul style="list-style-type: none"><li>• 2 oz lean meat or alternate protein (examples below)</li><li>• 2 oz cheese</li><li>• 1 large egg (2 oz equivalent)</li><li>• 4 tbsp peanut butter/nut or seed butter</li><li>• 8 oz yogurt</li></ul>

# Question

How many types of fruit/vegetable must be offered at Lunch?

- A. 1 types
- B. 2 types
- C. 3 types
- D.  $\frac{3}{4}$  Cup



# Snack Meal Pattern

Choose **2** of the  
**4** meal  
components for  
a complete  
snack

Milk	<ul style="list-style-type: none"><li>• 1 cup fluid milk</li></ul>
Fruit/Vegetable	<ul style="list-style-type: none"><li>• 3/4 cup juice, fruit and/or vegetable</li></ul>
Grains/Bread	<ul style="list-style-type: none"><li>• 1 slice 1serving bread or cornbread or biscuit or roll or muffin</li><li>• 3/4 cup cold dry cereal</li><li>• 1/2 cup hot cooked cereal</li><li>• 1/2 cup pasta or noodles or grains</li></ul>
Meat/Meat Alternate	<ul style="list-style-type: none"><li>• 1oz lean meat or poultry or fish or alternate protein product</li><li>• 1 oz cheese</li><li>• 1/2 large egg</li><li>• 2 Tbsp peanut butter/seed butter</li><li>• 1 oz nuts or seeds</li><li>• 4 oz yogurt</li></ul>

# Meal Components

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# Milk

Breakfast	Lunch/Supper	Snack
1 Cup	1 Cup	Optional

- Unflavored or flavored
  - whole milk
  - reduced-fat milk
  - low-fat milk
  - fat-free
- *Must be served as a liquid*



# Grains

Breakfast	Lunch/Supper	Snack
1 oz equivalent	1 oz equivalent	1 oz equivalent

- Grains can be whole or enriched
- Grains do not always credit ounce for ounce



Examples of **1 oz** equivalents include:

- Pancakes/Waffles: 1.2 oz
- Muffins/Cereal bars: 2 oz

Consult the Exhibit A NSLP Grain Crediting Chart or ounce equivalencies

<https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/ExhibitA.pdf>



# Meat/Meat Alternate

Breakfast	Lunch/Supper	Snack
Optional 1 oz	2 oz equivalent	Optional 1 oz

Some Meat items also do not credit ounce for ounce.

Use the food buying guide for help with crediting Meat/meat alternate products

<https://www.fns.usda.gov/tn/food-buying-guide-interactive-web-based-tool>

- Deli ham - serve 1.22 oz to = 1 oz
- Deli turkey - serve 1.6 oz to = 1 oz

# Nuts/Seeds

Nuts/seeds can only credit up to 1 oz in the meat/meat alternate group (2oz required for lunch)

Must combine nuts/seeds with another 1 oz equivalent, like a cheese stick or 4 oz yogurt



# Tofu and Soy Products

- Tofu can be offered as a meat/meat alternate in the SFSP
- Non-commercial tofu and soy products are not creditable
- Tofu - 2.2 ounces of raw tofu or 1/4 cup by volume equals 1 ounce MA (5 grams protein); 4.4 ounces or 1/2 cup to equal 2 MA (10 grams protein)
- Soy Yogurt - 1/2 cup or 4 ounces of soy yogurt = 1 ounce MA



# Non-creditable Meat/Meat Alternates

- Bacon
- Salami
- Mixed product sausage
- Pepperoni



# Fruit/Vegetable

Breakfast	Lunch/Supper	Snack
½ Cup	¾ Cup (two items)	Optional ¾ Cup

- A serving of fruit, vegetable or full-strength 100% juice or an equivalent quantity in any combination
- Dried fruit is credited at twice the volume  
(1/4 cup dried fruit = 1/2 cup serving of fruit)
- Lunch must consist of two different fruit or vegetable items equaling ¾ cup (one of those items must equal at least ¼ cup)

# Fruit and Vegetable Variety

Meals/snacks cannot serve the same item in different forms such as sliced apples and apple juice.



# Question?

If the **fruit/vegetable** component is served as a part of a reimbursable **snack**, how much must be offered ?

- A.  $\frac{1}{4}$  Cup
- B.  $\frac{1}{2}$  Cup
- C.  $\frac{3}{4}$  Cup
- D. 1 Cup



# Offer Versus Serve (OVS)

OVS allows children to decline **some** of the foods offered in a reimbursable breakfast, lunch, or supper.

This works by offering **additional** food choices, giving children the option to decline certain food items.

The intent is to reduce food waste and allow children to choose the foods they want to eat.

**In 2024, Maine has an Offer Vs Serve waiver allowing Non-School Sponsors to operate OVS.**



# OVS

## Terms to Know:

- A food **component** is one of the food groups that comprise reimbursable breakfasts or reimbursable lunches and supper meals.
- A food **item** is a specific food offered within the food components comprising the reimbursable meal.
  - For example, separate  $\frac{1}{2}$  cup servings of peaches and pears are two food items that comprise one component ( the fruit and vegetable component)

# Offer vs Serve at Breakfast

- Requirements: 3 food components for breakfast:
- **½ Cup fruit or vegetable**
- **1 oz Grain**
- **8 oz Milk**
  
- Offer an additional item from the food components.
- **½ cup Fruit/Vegetable**
- **1 oz grain**
- **or 1 oz eat/meat alternate**

The child may take *any* 3 items for a reimbursable meal

## Combination Foods



Terms to know:

- A **Combination Food** contains more than one food item from different food components that cannot be separated
- A turkey & cheese sandwich would contain 2 meal components and 2 items (gains and M/MA)

# Example of OVS at Breakfast

Sponsor offers the required components

- Juice - ½ cup fruit/vegetable
- Cereal - 1 oz Grain
- Skim - 8 oz Milk

If an additional fruit option of a banana (1/2 cup fruit) is offered  
-The child may take the following combinations.

- Cereal, banana, milk
- Banana, juice, cereal
- Juice, milk, banana
- Juice, banana, cereal

# Offer vs Serve at Lunch/Dinner

- **Required 4 food components for lunch:**
  - $\frac{3}{4}$  Cup Fruit/vegetable (consists of two different food items)
  - 1oz Grain
  - 2oz Meat/meat alternate
  - 8oz Milk
- For OVS: Offer all 4 of the required lunch components plus 1 additional food item
- 5 food items are offered from the 4 required food components, a child must take at least 3 items for a reimbursable meal.

# Example of OVS at Lunch/Dinner

A Sponsor offers the required components:

- Chicken (2oz meat/meat alternate)
- Rice (½ cup or 1oz)
- Broccoli (¼ cup) & apple slices (½ cup)
- Milk (8oz)

The Sponsor offers a 5th item, a 1oz Whole grain roll

The child may take the following combinations:

- Chicken, rice and, milk
- Roll, apple slices, and milk
- Rice, apples slices, and chicken

# Question

- Why can't the  $\frac{1}{4}$  cup broccoli be used as an item with this example of OVS?



# ***Chips!***

**Potatoes chips are not allowable in SFSP.**

"Non-sweet snack foods such as hard pretzels, hard bread sticks, and chips **made from wholegrain** or **enriched meal** or **flour** can be used to meet the grain requirement."

Food served to children that do not meet the meal pattern must not be purchased using SFSP program funds. Additional funding sources must be used to cover these costs.





# Meal Pattern Key Points

- Meal pattern serving sizes are the minimum amounts you need to complete the meal; you can always serve or offer more!
- M/MA serving is a 2oz equivalent at lunch
- Grain serving is 1oz at lunch
- Children must take 2 components to have a reimbursable snack

# Feeding Infants?

## SFSP Meal Pattern for Infants

If a sponsor wishes to serve infants (birth to 11 months) they must receive approval from their State Agency and follow the CACFP meal pattern



# Family Style Meal Service

Family Style is an option for camps and closed enrolled sites

- Sufficient amounts of food must be on the table to ensure that everyone has access to the required portions of each food component.
- Sponsors should encourage children to take the full serving.



# Allowable Meal Combinations



Open and Closed Enrolled sites are allowed up to 2 meal types per day  
*Allowable combinations include:*



Breakfast and lunch  
Breakfast and supper  
Breakfast and snack  
Lunch and snack  
Supper and snack  
Two snacks

# Documentation of Meal Pattern

**Sponsors must keep documentation of food and quantities served**

- Production records
- Detailed menus
- Recipes
- Receipts

# Buy American



- Sponsors must purchase domestic agricultural commodities and food products
- Unprocessed food items must be domestic
- Processed foods, must be processed domestically using domestic agricultural food components that are comprised of over 51% domestically grown items, by weight or volume

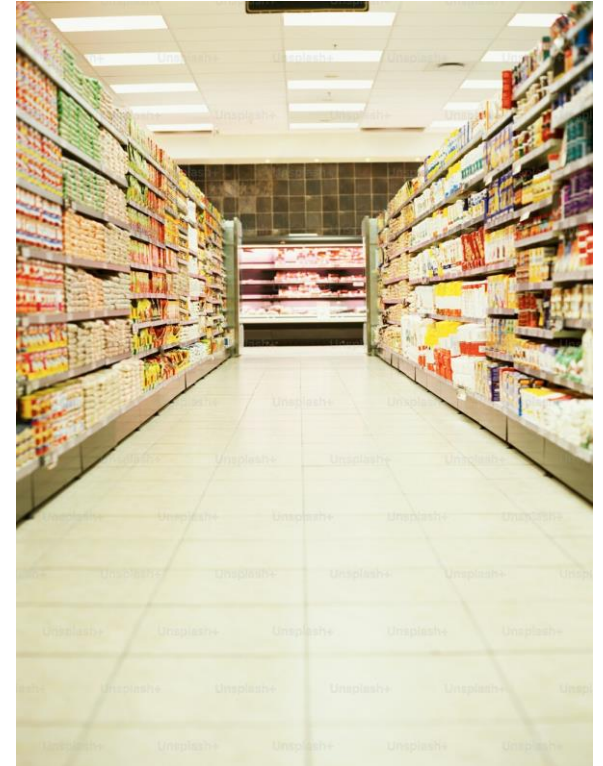
*Foods and food products of Guam, American Samoa, U.S. Virgin Islands, Puerto Rico, and the Northern Mariana Islands are considered domestic*

# Procurement

***Program funds must comply with USDA procurement standards, all goods, food and supplies:***

- Must be competitively purchased following Buy American requirements
- Purchased with ethics – fairness
- Local foods growers/suppliers when possible
- Non-compliant foods must be purchased with outside funding sources

Any questions? Refer to the *SFSP Administrative Guide* or Contact Maine DOE for more information.



# Meal Service Time Requirements for Congregate Sites

- The requirement that all sites, **except residential camps**, must allow a minimum of at least one hour to elapse between the end of one meal and the beginning of another
- The State agency may approve reimbursement for meals served outside of the approved meal service time if an unanticipated event occurs
- Meals claimed as a breakfast must be served at or close to the beginning of a child's day, and prohibit a three-component meal from being claimed for reimbursement as a breakfast if it is served after a lunch





# Share Tables

Sponsors may designate a “**share table**” or stations where children may return whole or unwrapped items that they choose not to eat

Provided that this is in compliance with local and State Food Code

Keep foods on ice when appropriate!



# Meals Served Away from Approved Locations

Sponsors must notify the State agency in advance that meals will be served away from the site, but formal approval of the alternative meal service is not required.

*If the State agency is not notified prior to the SFSP field trip, meals served may be considered “consumed off-site” and the State agency has the discretion to not reimburse those meals.*

**If there is an unanticipated event occurs** outside of the Sponsor's control (late delivery for instance) causing meals to be served outside of approved mealtime, the State agency may be able to approve reimbursement.

# Field Trips

- Meals must be kept at safe temperatures and include all the required components (including milk)
- Staff must be trained on what is a reimbursable meal and proper accountability
- You must let Maine DOE know in advance that a field trip is taking place



# Air Quality/Excessive Heat Waivers

**Excessive Heat:** when the National Weather Service has issued a Heat Advisory, an Excessive Heat Warning, or an Excessive Heat Watch for the area in which an approved outdoor meal site is located.

**Air Quality:** EPA and CDC air quality metrics are used; waiver may be approved when very unhealthy or hazardous air quality is in place at outdoor sites.

Work with Maine DOE if waivers needed.

# Meal Counting Procedures

- Meals can only be counted for reimbursement **during or immediately after it is received by the child**

## Approved accountability methods for tracking meal:

- Meal count sheets or tic sheets
- School POS system or other approved POS system
- Roster with child names –\*required\* *for camp or enrolled sites, who use meal benefit applications to establish eligibility*
- *Adult meals are not allowed to be claimed and are considered an unallowable program expense*

# Meal Counting

## Daily Meal Count Form (Tic Sheet )

### DON'T!

- Circle one number and leave the rest unmarked
- Forget the date!
- Forget the meal type!
- Forget to label the site name!

### DO

- Save, Save, Save!!! For 3 years plus the current year of operation!

**SUMMER FOOD SERVICE PROGRAM**  
MEAL COUNT RECORD

Site: \_\_\_\_\_ Meal (please circle one): Breakfast Lunch Snack Dinner  
 Day and Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Delivery Time: \_\_\_\_\_ Meal Service Time: \_\_\_\_\_ to \_\_\_\_\_

Total Meals Received/Prepared:

**First Meals to Children:** Please circle a number for each complete meal provided to children (1 per child) only meals served to children can be claimed. First meals will receive full reimbursement. If second meals are served, they must be recorded separately.

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

Total First Meals:

**Second Meals to Children:**

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

Total Second Meals: \_\_\_\_\_

Comments

By signing below, I certify that the above information is true and accurate.

Site Supervisor's Signature

Total non-reimbursable meals (adults and program adults) \_\_\_\_\_

Total Leftover Meals \_\_\_\_\_

# Question

If you lose a meal count sheet what happens?

# Serving Second Meals

- It is **allowable for congregate sites only**
- Only **2%** of the first meals served are eligible for reimbursement
- Second meals must be a complete meal, in order to be counted for claiming
- Practical when wishing to use up left over food before a weekend



# Meal Counting Consolidated Meal Counts

When possible complete in excel!

A sample excel template is available on our SFSP website

Common errors with consolidated forms include:

- Non-legible handwriting
- Adding columns incorrectly
- Missing days

SFSP MEAL COUNT RECORD FOR MONTH OF \_\_\_\_\_

REQUIRED FORM

Sponsor Name \_\_\_\_\_ Site Name \_\_\_\_\_ (For Open Sites) Site Supervisor \_\_\_\_\_

Day of Month	BREAKFAST				LUNCH				SNACK			
	Eligible First Meals Served	Eligible Seconds Served	Non-Program Adult Meals Served	Total Adult Meals Served	Eligible First Meals Served	Eligible Seconds Served	Non-Program Adult Meals Served	Total Adult Meals Served	Eligible First Meals Served	Eligible Seconds Served	Non-Program Adult Meals Served	Total Adult Meals Served
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
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25												
26												
27												
28												
29												
30												
31												
Total Days Served	Total Eligible First Meals	Total Second Meals	Total Non-Program Adults	Total Adults	Total Eligible First Meals	Total Second Meals	Total Non-Program Adults	Total Adults	Total Eligible First Meals	Total Second Meals	Total Non-Program Adults	Total Adults

# Meal Counting

## Rosters

Meal counts capture:

- Meal type
- Date
- Child's name

Only children who qualify for free or reduced meals can be claimed.

This is used for residential and day camps.

Meals served															
Camper's name	Date:														
	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S
1.															
2.															
3.															
4.															
5.															

# Meal Accountability Summary

- Meal counts must be taken at the time of service
- Save *all* meal count documentation
- Date and label the meal type and site name!
- Meals can only be claimed for children that have an approved meal benefit application for camps

# Take a Break





# CHILD NUTRITION PROGRAMS FARM & SEA TO SCHOOL



## Summer Food Service Program

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Presented by:

**Katie Knowles**

*Farm & Sea to School Coordinator*



# Summer Farm & Sea to School Resources

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## ✓ Harvest of the Month

Fill out our summer pledge form!

## ✓ State Local Foods Fund

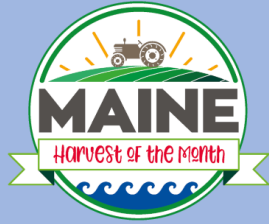
You can use the State Local Foods Fund during the summer!

## ✓ Additional Resources

Recipes, videos, & more!



# CHILD NUTRITION PROGRAMS **HARVEST OF THE MONTH**



**July:** Summer Squash



**August:** Cucumber

# Join Harvest of the Month (HOM) this Summer!

## Pledge for the Summer (July & August):

- Serve the local HOM product at least 2x per month
  - *Summer is the best and easiest time of year to source locally in Maine!*

## In return you receive:

- Toolkits for July & August including:
  - Posters
  - Fact and recipe sheets
  - Stickers
- Monthly Newsletter email
- Additional resources & support from Farm & Sea to School Coordinator





# The State Local Foods Fund

You can use the state Local Foods Fund (LFF) in the Summer!



# CHILD NUTRITION PROGRAMS FARM & SEA TO SCHOOL

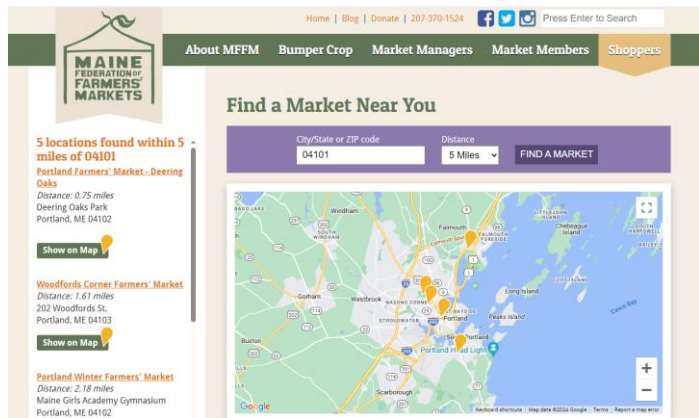
## The State Local Foods Fund (LFF)

- Available to school sponsors only
- \$1 for every \$3 spent on local foods!
- Up to \$5,000 in reimbursement
  - Get \$500 extra for attending a DOE Local Foods training!
- Submit claims by the 8<sup>th</sup> of every month.
- Send claim form with invoices to [katie.knowles@maine.gov](mailto:katie.knowles@maine.gov)
- Directions on our Farm & Sea to School webpage.

# Additional Farm & Sea to School Resources

## Maine Federation of Farmers' Markets

- Find your local farmers' market!  
Connect with your local farmer!



## Child Nutrition Farm & Sea to School Website

- Includes recipes, videos, and additional HOM resources



### Farm & Sea to School

The Farm and Sea to School Program promotes the use of Maine-grown, raised, and caught ingredients in delivering meals to students throughout the state. Harvest of the Month program information is found [here](#).

# Civil Rights Requirements

- USDA Civil Rights Requirements are in effect for the SFSP, including meal modification requirements
- USDA Civil Rights training must be taken every year for all program staff
- Maine DOE Child Nutrition provides the training
  - Posted on our Civil Rights page:  
<https://www.maine.gov/doe/schools/nutrition/nondiscrimination>
- You can use our PowerPoint or have staff watch our webinar

# Sponsor Press Release Requirement

- "Notification to the Community"
- Maine DOE will issue on behalf of sponsors
- Optional at sponsor level; camps/closed enrolled can notify participants only
- Make sure full federal and State of Maine statements are included

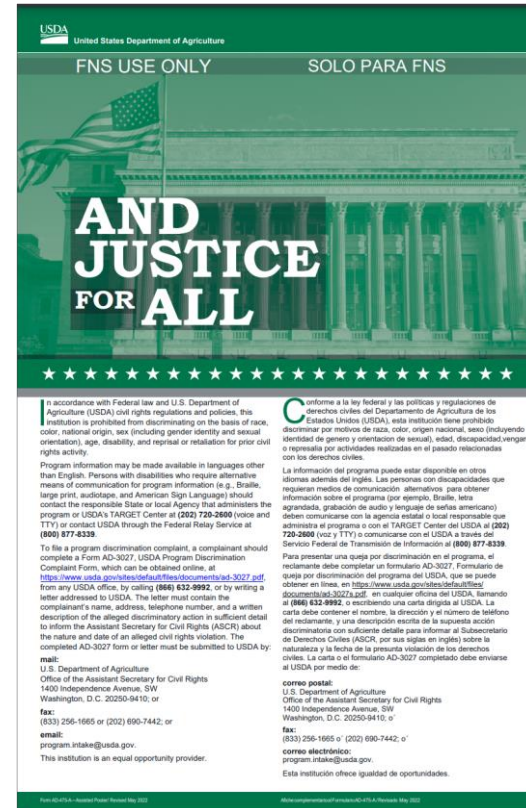


# “And Justice for All” Poster

Must be prominently displayed at all SFSP sites  
or on meal delivery vehicles

Email [Child.Nutrition@maine.gov](mailto:Child.Nutrition@maine.gov) for poster  
requests

Informs participants about federal non-  
discrimination requirement and the process for  
filing complaints of discrimination



United States Department of Agriculture

FNS USE ONLY SOLO PARA FNS

## AND JUSTICE FOR ALL

\*\*\*\*\*

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and 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 for program information (e.g., Braille, large print, audiotape, and 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) 632-8992, 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 mail:

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

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

email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)  
This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivo de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación de sexual), edad, discapacidad, vengencia o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles.

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieren medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar el formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.usda.gov/sites/default/files/documents/ad-3027a.pdf>, en cualquier oficina del USDA. Remando al (866) 632-8992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

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

fax:  
(833) 256-1665 o (202) 690-7442; o

correo electrónico:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)  
Esta institución ofrece igualdad de oportunidades.

FNS AD-3027 - Spanish/Portuguese Poster May 2022

Maine Department of Education



# Ensuring Reasonable Program Access

- Provide reasonable modifications for meal accommodations
- Ensure food service areas are accessible
- Provide auxiliary aids and services, if needed
  - Examples include:
    - Food service aides
    - Adaptive feeding equipment
    - Meal tracking assistance
    - Other effective methods





# Complaint Procedure Training

- Staff should be able to identify a civil rights complaint if received
- They should know what to do if they receive a complaint
- Staff must understand that it is the basic right of persons to file a complaint of discrimination
- DOE Civil Rights training covers this process
  - Different for Maine protected bases versus federally protected  
<https://www.maine.gov/doe/schools/nutrition/nondiscrimination>

# Staff Training Requirements

All staff must receive Civil Rights training and training on applicable program responsibilities annually, before operations.

Other training topics might include:

Properly completing Tic Sheets (or conducting meal accountability)

- Meal pattern training
- Food safety, handling, and transportation
- Customize training as needed for various staff roles
  - Save all Staff training agendas as documentation

# Site Requirements

All required Forms can be found on the SFSP webpage.

<https://www.maine.gov/doe/schools/nutrition/programs/sfsp>

## Resources & Required Forms

[Types of SFSP sites and how they qualify for the Summer Program](#)

### **Traditional Summer Sites and Sponsors**

*Required forms*

[Pre-Operational Visit Form Congregate Sites](#)

[Two Week Visit Form](#)

[Site Monitoring Review Form](#)

[Racial and Ethnic Data Form](#)

[Sample News Release](#)

[Daily Meal Count Instructions](#)

[Daily Meal Count Form](#) (Tic Sheet)

[Monthly Meal Count Record - Open site](#)

# SFSP Site Monitoring Forms

## Required for all sponsors to complete!

- **Pre-Operational Visit Form** - Worksheet for all new sites or sites with operational problems – Sites switching to non-congregate services are considered new sites.
- **First 2 Week Visit Form** – For new sites or sites with operational problems.
- **Site Monitoring Form**- For all sites/camp sessions during the **first four** weeks of operation *This can occur at the same time as the two week visit form .*
- **Racial and Ethnic Data collection form** – No longer allowed to use visual observation.
  - Additional methods sponsors can use to obtain this data could be from the meal benefit application, school-certified roster, or census data. Instructions found on the second page of the form.

# Non-Congregate Monitoring

- Detailed records must be kept for each meal type (congregate versus non-congregate) separately, including breakfast, lunch/supper, and snacks.
- Separate records should also be maintained for temperature logs
  - Home Delivery: a full review may include:
    - Observing meals being loaded into delivery vehicles
    - Checking meal logs and delivery routes
    - Sponsor may ride along or follow behind the delivery vehicle along the distribution route to observe meal delivery
  - Meal Pick-Up
  - Observing the self-preparation of meals
  - In both cases, Sponsors must ensure eligible children are receiving the proper number of meals that meet nutritional standards and are consistent with all health and safety standards

# Camp Sponsor Requirements

## Camp Sponsors

### *Required forms*

[Pre-Operational Visit Form Non-Congregate Sites](#)

[Two Week Visit Form](#)

[Site Monitoring Review Form](#)

[Racial and Ethnic Data Form](#)

[Sample Application Letter to Parents for Enrolled Sites, Camps and Conditional Non-Congregate Sites](#)

[2024 Meal Benefit Application and Instructions](#)

[SFSP Eligibility Notification Letter for Sponsors](#)

[Charging for Meals](#)

[2024 SFSP Reimbursement Rates and Guidelines](#)

[Meal Count Worksheet for Camps](#)

[Monthly Meal Count Record - Camps](#)

[Excel Consolidated Meal Count Form for Camps](#)

All required Forms can be found on the SFSP webpage.

<https://www.maine.gov/doe/schools/nutrition/programs/sfsp>

# Summary of Annual Requirements

- Staff training
- Press release
- Meal count documentation
- Menu documentation
- Expense documentation
- Civil Rights And Justice For All poster
- Site monitoring forms
- Racial and ethnic data collection form

# 2024 Summer Reviews

Summer Administrative Reviews occur at least once every 3 years.

Larger Sponsors or those that need technical assistance may be reviewed more frequently.

Reviews will occur onsite and Sponsors will be notified in advance.

If operating non-congregate service, this will be a part of the review.

Claim review may be conducted offsite.



# Administrative Review Process

## Paperwork to Review

- Eligibility documentation used for Site approval (if collecting meal benefit applications)
- Menus
- Production records/documentation of food served
- Invoices/receipts/food costs
- Meal count sheets
- Consolidated meal counts



# Review Process Continued

- Pre-operational visit sheet
- Two week visit sheet
- Racial and Ethnic Data Form
- 4 week visit sheet (site monitoring form)
- Documentation of staff training
- Documentation of costs:  
*Showing Food/Labor/Other*

# Claim Documentation Needed for Review

Your review period will be one summer claim period.

Documents to be reviewed include:

- Daily tic sheets for the review month
- Consolidated meal count sheet

# Paperwork Requirements

## Cost Documentation

Have a standard practice labeling your receipts and invoices!

Food - Labor- Other (Costs)

Keep all documentation for 3 years + the current year!

*Suggestion - highlight items that are unallowable costs on your receipts and make sure you have an outside funding source for unallowable costs*

# **Paperwork Requirements**

## **Ensure Unallowable Costs Do Not Occur**

Indirect costs are not allowed

- You need to document the cost break-out

Includes:

- Non-program adult meals
- Other unallowable meals, such as dropped meals
- Capital expenditures
- Fixed assets, such as land, buildings, etc.

# Paperwork Requirements Camps/Upward Bound

- Camps, Upward Bound and **Conditional Non-Congregate** Sponsors need to document meals served
  - Breakfast/Lunch/Supper for each income eligible child or those that have an approved income application

Do not include non-eligible children in the claim for reimbursement!



## Top 5 Common Review Findings

- Claim errors and meal count records (accounted for the highest number of findings)
- Meal Pattern requirements not met (insufficient food quantities)
- Site Monitoring not conducted
- Staff Training requirements not met
- Civil Rights – Complete statement not included on materials

# Common Findings - Camps

Meal Benefit Application Errors -  
improperly completed:

- Missing Social Security #
- Missing names from all members in the household
- Not signed

**income to report.**

Names  Household Member (include students listed above)	Earnings from Work before deductions	Gross Income (before deductions)													
		Weekly	Every 2 weeks	2 times/month	Monthly	Welfare, Child Support, Alimony received	Weekly	Every 2 weeks	2 times/month	Monthly	Pensions, Retirement, Social Security & All Other Income	Weekly	Every 2 weeks	2 times/month	Monthly
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>TOTAL HOUSEHOLD SIZE:</b>															

**STEP 4: ADULT SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (required)**

*I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.*

Signature of Adult: \_\_\_\_\_ Last 4 Digits of Social Security Number: \_\_\_\_\_  I do not have a Social Security Number

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_



# Appeal Process and Serious Deficiency

Appeal Process and Serious Deficiency policies and procedures are posted to the Maine DOE CN Summer Food Service Program page under the [Policy and Procedures of Maine DOE Child Nutrition Section](#).

Please take the time to review so you understand your rights and responsibilities as a SFSP Sponsor.

## Federal Non-Discrimination Statement

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

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- (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)

This institution is an equal opportunity provider.  
(Federal statement updated 5/18/2022)

## State Non-Discrimination Statement

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire. Maine is an equal opportunity provider and employer.



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