

Summer Feeding for Non-Congregate Sites

2025 Training Guide SFSP

Sponsor: St. Mary's Food Bank Alliance



What is the Summer Food Service Program (SFSP)

- A USDA funded program that allows children under 18 years of age to eat free meals at approved locations during the summer months.
- ***Changes to the SFSP occurred in 2023 and are permanent, these changes include areas considered by the USDA to be rural. These areas qualify for non-congregate service, otherwise known as grab and go meals.***
 - ***All other service areas considered not rural, must consume meals on site – this is not a flexible rule.***
- Host sites must be in an area eligible for service (over 50% of children in the area qualify for Free & Reduced-Price Lunch)
 - If the site is area eligible, children do not need to provide information or enrollment – anyone 18 and under is automatically eligible to receive free summer meals.

Sponsor and Site

Sponsor: The Sponsor operates the Summer Food Service Program and communicates with the administrative state agency, Arizona Department of Education (ADE)

- Your Sponsor is: St. Mary's Food Bank

Site: A Site works with their Sponsor to receive a delivery of meals and provides a safe and supervised environment for children to eat. Sites might include:

- Schools, community centers, libraries, healthcare offices, churches, apartment complexes, or other locations where kids congregate.

United States Department of Agriculture

Arizona Department of Education

Sponsor: St Mary's Food Bank

Sites: All summer sites operating under our partnership

Site Responsibilities

- Arrange staff or volunteers to hand out meals on designated days and times
- Serve at least 20 meals, 3 times per week, any day of the week
- Conduct outreach to inform families of available meals
- Provide (or borrow) a refrigerator and/or freezer to keep food cold on site
- Adhere to food safety requirements
- Up to date record keeping on site for review for 3 months
- Submit accurate paperwork and agreements in a timely manner
- Remain in communication with your contact at St. Mary's Food Bank
- Be amenable to monitoring visits

Staffing

- Provide adequate staff and/or volunteers to:
 - Receive meal delivery and verify the delivery for accuracy
 - Put the meal delivery away promptly, as the drivers do not put the delivery away
 - Ensure food safety practices are upheld
 - Distribute meals to children/parents
 - Complete paperwork at the time of meal service
 - Meal count tracking form
- Staff ratio should be 1 adult to 20 children
- Enough staff to package meals into bags for parents picking up meals to go

Meal Type and Time

Meals are individually packaged and do not require food preparation

- During the summer, St. Mary's can provide lunch or dinner meals for children, not both.
- Breakfast is available only for:
 1. Pre-approved sites with a structured summer program with kids on-site daily.
 2. Grab and go models, where children eat one meal on site and take one meal to go
 3. Exclusive grab and go models that children take breakfast and lunch to go for the next five days.
- Mealtime should be consistent throughout the summer
 - Meal service may last from 30 minutes to several hours
 - Meal service should be limited to the amount of time that staff and/or volunteers are able to dedicate to supervising children
 - Meal service may also be limited based on food safety
 - Meals may only be served during designated hours (i.e. when breakfast hours end, breakfast service cannot continue, lunch must be served after)

Meal Pattern

The USDA is very specific on meal patterns and what meals are eligible during SFSP. As a summer feeding partner, you can expect Kids Cafe® meals to meet these requirements.

Components	Breakfast	Lunch & Supper
Fluid Milk	1 cup (8 fl. oz) white milk only	1 cup (8 fl. oz) chocolate milk allowed in the summertime
Grains and Breads (Whole grain)	1 serving	1 serving
Meal or Meat Alternative	Optional	1 serving
Vegetable and/or Fruit	½ cup (4 fl oz.)	¾ cup serving

Meal Ordering



- Meal service supervisors at your site are responsible for making sure an appropriate number of meals are ordered.
 - Changes to meal orders must be made directly with your site specialist by phone or email
- Consider that not all children attend every day, or week.

Notify your specialist at least 3 weeks ahead of your meal service if you need to change or cancel your order.
(48 hours if you are a daily routed site)

Meal Ordering – Inventory

- Your location will need to complete biweekly/monthly inventory sheets to ensure we are not sending excess product
- This inventory tracker will allow us to send only the product that is needed and add on items that are running low
- The inventory sheet will be a quick sheet to fill out, simply count how many cases you have on hand of each item

If we do not receive an inventory sheet from your location, your order may be cancelled until we can verify the amount of product on hand.



Meal Service

- Meals can be consumed indoors or outdoors.
- Anyone 18 years of age and younger can receive a meal
- Every child must be served a complete meal with all components provided, including milk.
- Any unopened items that are unwanted should be placed on a **Share Table**.
 - All items on the Share Table are available for others to take, they should not be marked on the meal count as they are already accounted for.
- Perishable items should never be left out for longer than 1 hour.
- Frozen items can be placed in the cooler to use one more time, then tossed if not used.



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Meal Service Models


You must choose a model below:

- **Congregate Service:** Children are in a program on site and eat meals at your location only. *No meals will leave your location.*
- **Non-Congregate Service (grab & go):** Children or their parents/guardians come to your location to pick up meals to go home and eat only. *No meals will be eaten at your location.*
- **Hybrid:** Children can eat one meal at your location, and another meal can go home with them. See examples below:
 - They come to your location from 8-12pm for reading classes and get to eat breakfast with you but take lunch home to eat at home.
 - They come to your location Monday-Thursday for youth groups, but you do not hold classes on Friday-Sunday. So, you feed them breakfast and/or lunch Monday-Thursday, but you will send them home on Thursday with meals for Friday, Saturday and Sunday.

Meal Counting – Point of Service

- Meal counts must be recorded at the time the child receives their meal on a daily or weekly form
- A separate meal count sheet is needed if you are serving breakfast and lunch/or supper everyday
 - Dates and meal type should be clearly selected on the meal count form.
 - Congregate and non-congregate meal type should be clearly selected on the meal count form
 - We will claim a reimbursement for each meal served to each child for the different meal services
 - **If the meal types are not marked, the meal count form is NOT complete and will be sent back.**
- Site leaders cannot go back and fill out forms after meal service is complete

Daily Meal Count Form



Daily Meal Count Form

Food Safety
Cold Temperature: _____

- Fridge should read 41F or cooler
- Cambro should read 135F or warmer
- Contact your site specialist immediately if you are having cooler issues.

Site Name: _____															Date: _____				
Site Address: _____																			
Site Telephone: _____															Meal Type <input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> S				
Supervisor's Name: _____															Distribution Type: <input type="checkbox"/> Non-congregate <input type="checkbox"/> Congregate				

Meals received/prepared: _____ + Meals available from previous day: _____ = **Total Meals Available:** [1]

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260

Total First Meals = _____

Second meals served 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 = _____

Total Meals Served = _____

Total damaged/incomplete/other non-reimbursable meals = _____

Total leftover meals = _____

Number of additional children requesting a meal after all available meals were served:

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
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

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

Signature: _____ Date: _____

This institution is an equal opportunity provider.

Meal counts should include:

- Name of your site
- Site address
- Date of meal service
- Non-congregate, or congregate service model must be chosen
- Total number of first meals served
- Temperature logged daily
- Meal type (breakfast, lunch, or supper)
- Signature acknowledging the form has been filled out consistent with program requirements.

If meals count forms are incomplete or unsatisfactory, they may be returned to your site for correction. Please use dark ink to ensure high quality meal count submissions.

Weekly Meal Count Form



Food Safety

Refrigerator Temperature:

Freezer Temperature:

Fridge should be 41°F or less.
Freezer should be 0-10°F
Contact your site specialist immediately if you are having equipment issues.

Weekly Meal Count Form

Site Name

Site Address

Supervisor's Name Phone Number

TOTAL # of non-congregate **BREAKFAST** meals as counted using approved manual/electronic counting tool.

TOTAL # of Non-congregate **LUNCH/SUPPER** meals as counted using approved manual/electronic counting tool.

MONDAY DATE

MONDAY DATE

TUESDAY DATE

TUESDAY DATE

WEDNESDAY DATE

WEDNESDAY DATE

THURSDAY DATE

THURSDAY DATE

FRIDAY DATE

FRIDAY DATE

SATURDAY DATE

SATURDAY DATE

SUNDAY DATE

SUNDAY DATE

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

Signature: Date:

Submit weekly to mealcounts@stmarys.org or fax to 480-780-3715

This institution is an equal opportunity provider.

This meal count is only for non-congregate sites serving a drive through model. This meal count must be approved by your site specialist.

Meal counts should include:

- Name of your site
- Temperature logged daily
- Site address
- Date of meal service on each day
- Signature acknowledging the form has been filled out consistent with program requirements.

If meals count forms are incomplete or unsatisfactory, they may be returned to your site for correction. Please use dark ink to ensure high quality meal count submissions.

Fraudulent Claiming

Block claiming is when the same number of meals are distributed everyday to the same children with no variation.

Block Claiming is not allowed

- Block claiming also indicates that point of service meal counts may not be occurring, and forms are filled out hours or days after meal service is complete.
- If block claiming is suspected a monitoring visit/audit of meal counts will be conducted by a member of the Child Nutrition Team. This monitoring visit will occur within 30 business days of the finding.
- If a block claim is confirmed, further action may be taken including probation or inactivation of the program at the partner agency site

Red Flags for Block Claiming

Over claiming

- Site is claiming more meals than they are receiving.

Point of Service method not used

- Meal count forms are submitted with errors, such as the meals are not tallied individually.
- Number of meals claimed is equal to the number of meals delivered without variation for 15 or more days.

Waste

- Waste report shows leftover meals are being sent back, but meal count reflects all meals were distributed.

Holidays or days off

- Site claims meals for days when meals were not ordered or delivered.



Meal Count Submission

Submit meal counts on Monday by close of business for the previous week via the following options:

- Fax to 480-780-3715
- Email to mealcounts@stmarysfoodbank.org
- Take a picture and send to your specialist by text message

Meal counts must have your site name and must be signed and dated

- All original meal counts must be kept for the duration of your summer program. You can send original meal counts to St. Mary's Food Bank Alliance - Child Nutrition Office
- You can find all necessary SFSP documents on our webpage [here](#).

Submitting meal counts late may result in suspension of services

Mealtime Changes

Changes to your meal service times need to be reported to St. Mary's Food Bank within 48 hours

- Mealtimes can be adjusted as needed.
- It is important that you only serve meals at the time you have reported to St. Mary's Food Bank.
- Mealtimes are approved and made public on a state database, any changes made by site should be reported to us so we can update our records and inform ADE.

Field Trips

- To take meals off site for a field trip you must complete a Field Trip Request form located [here](#).
- Your site specialist will call to confirm food safety standards will be met when meals are taken off site.

Non-Congregate Paperwork

As part of the program, all sites will need to have parents/guardians sign a one-time paper with their children's information. This paperwork will ask for:

1. Name
 2. Age
 3. Grade
 4. Signature
- This paperwork is to affirm that the parents/guardians will not go to multiple locations to pick up meals, and that they are only picking up for their children.
 - This will need to be kept on site in a binder, for the duration of the program.



Dear Parents/Guardians,

_____ in partnership with St. Mary's Food Bank, will be providing free meals to children 18 and under. We are allowing parents to pick up for ALL kids living in the household, whether they are present at the time of pick up or not. All we need is the following information:

Student Name(s)	Age	Grade

By signing below:

I affirm that the information above is correct, and I am the parent/guardian for the child(ren) listed on this form and no one else may claim them for this program. The meals cannot be shared with non-children, and I will NOT receive summer meals from another USDA Summer Meal program; this is against USDA rules and regulations.

Parent/Guardian Signature: _____

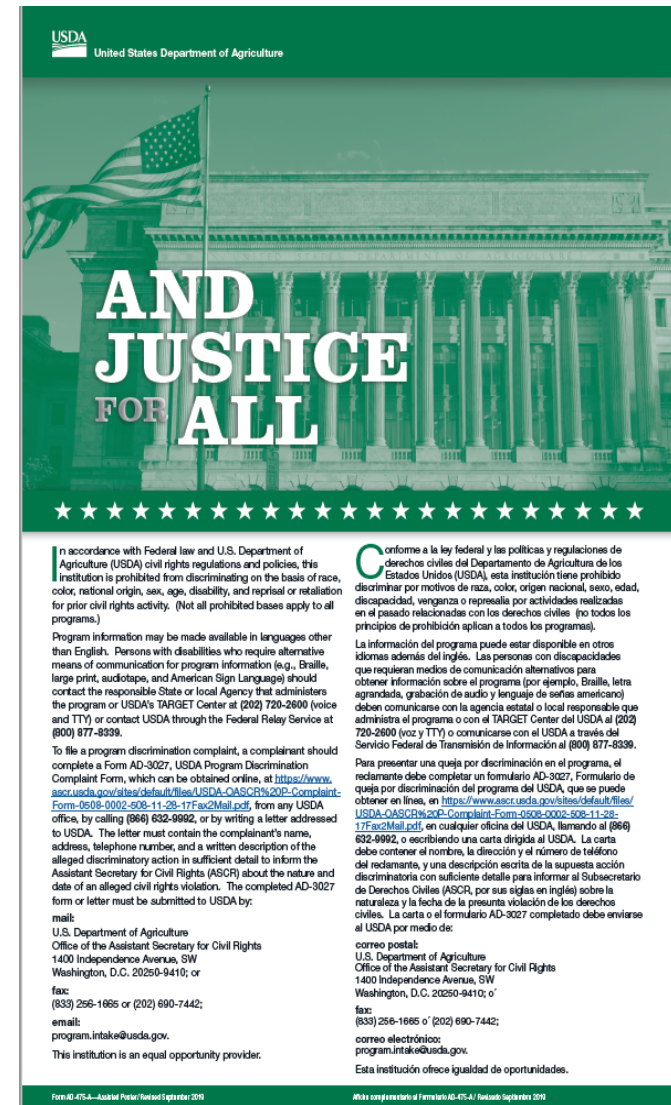
Date: _____

Mandatory Signs

- A **current menu** must always be on display for each meal type offered by your site
 - Menus must be posted for families to see, in the area where your meal service takes place
 - In the event of a menu change, we will provide a blank menu to fill in with the changes. This must be posted next to your original menu to show the changes for the day/week.
- The “**And Justice for All**” poster must be displayed in a public area
- The “**Procedures for Complaints for Discrimination**” poster must be displayed in a public area
- Mandatory signs will be provided to you by your St. Mary’s Child Nutrition Program Specialist or can be found [here](#).

Civil Rights

- Meals must be provided to all eligible children regardless of race, color, national origin, sex, age, or handicap
- The “And Justice For All” poster must be posted in meal service areas, informing families of equal access to meal services
- **If you have questions or concerns about accommodation requests, inform you Child Nutrition Program Specialist**
- Parents and guardians have the right to file a claim within 180 days of any alleged discrimination
- Staff should be able to direct families to information required to file a claim
- St. Mary’s Food Bank must maintain and log any Civil Rights complaints made by program participants.
 - If a complaint occurs, inform you Child Nutrition Program Specialist



Food Safety

Food safety matters to St. Mary's Food Bank and we are committed to ensuring our program partners can uphold food safety requirements.

- At least one representative must be trained on Food Safety.
- The trained representative must be a regular staff member or volunteer who is involved in the daily operations and handling of food.
- We accept a food handlers' card, or we can send you our training program if your staff does not have a food handlers' card.
- Refrigerator and freezer temperatures should be checked and logged on the meal count form once a day.
 - Refrigerator: 41°F or cooler at all times
 - Freezer: -10°F to 0°F at all times



Food Storage – Cold Storage

Cold storage is necessary to hold meals safely at your site. You may use your own refrigerator if there is sufficient space for meals and milk. If you don't have cold storage available, we will lend you equipment for the duration of your program

We will need a signed borrowed equipment agreement

Available equipment may vary.

General Storage Guidelines

- Store refrigerated foods at 41° F or lower.
- Sites should log temperature of equipment on meal count form.
- Store food in designated food storage areas. Keep pet food and chemicals away from foods for human consumption.
- Keep food at least 6 inches off the floor. ***Never store food on the floor.***
- Store food 18 inches away from the walls.
- Keep ready-to-eat foods above raw meats, seafood, and poultry.
- Store food only in containers made for food storage.

Reporting a Food Safety Issue

If there is a problem with a meal:

- See procedure for '*Reporting a Food Safety Issue*'
- Contact your Child Nutrition Specialist immediately
- Do NOT throw away food in question as St. Mary's may pick it up to investigate the source of the issue
- Isolate any meals identified to be unsafe, and stop meal service, if needed.

If there is a problem with the equipment:

- Contact your Child Nutrition Specialist if borrowed equipment is not working properly.
- Provide your specialist with the following information so a repair technician from Andrew's Refrigeration can be dispatched:
 - Description of the problem
 - Contact name and phone number
 - Hours of operation
 - Take a picture or video of the problem, when possible

Agency Partner Monitoring Visit

St. Mary's Food Bank staff are required to make periodic, unannounced visits to your site

- All Kids Cafe partners will receive a visit within the first four weeks of operation.
- New Kids Cafe partners, and all agencies new to the non-congregate service will receive a visit within the first two weeks.

The Arizona Department of Education (ADE) has the authority to conduct unannounced site visits as well

- ADE staff will introduce themselves and show proper identification.
- They will sit and observe your entire meal service. They will pay special attention to the meal counts, record keeping and food safety.

Please notify your Child Nutrition Site Specialist if you receive a site visit from Arizona Department of Education.



Agency Partner Monitoring Visits

During these monitoring visits, a Child Nutrition Specialist will check:

- Point of Service meal counts are being completed
 - Or use of clicker system for sites serving over 260 meals
- Temperatures are logged on meal count forms
- Freezer/Refrigerator and environment are clean
- Non-Congregate Binder for paperwork
- Meals are only being served during the designated meal service days and times
 - If there are any changes, they have been reported
- Only children 18 years and younger are receiving meals
- Complete meals, including the milk, are served
- Agency partner is adhering to the Civil Rights requirements
- All required signs and menu are posted

Signature and Forms Needed

- PowerPoint Training Completion Form, Training Sign-In
- Partner Agreement
 - You are agreeing to partner with us this summer and adhere to Kids Cafe & SFSP Policies
- Borrowed Equipment Agreement, if necessary
- Background Check Verification Form
 - You are completing form to verify that your staff and/or volunteers working with minors for the meal service have undergone a background check
- Food Safety Certificate, or Food Handlers Card

Non-Congregate Specialist Contact

Cheyann Pham cpham@stmarysfoodbank.org

Direct (602) 343-2529

Cell (480) 272-4317

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.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, 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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1.mail: U.S. Department of Agriculture 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.*

This institution is an equal opportunity provider.