



St. Mary's
Food Bank[®]

Summer Food Service Program (SFSP)

Sponsor: St. Mary's Food Bank (SMFB)



Overview

- The Summer Food Service Program (SFSP) is a USDA-funded program that provides free meals to children 18 and under at approved sites during the summer months (open to the public).
- Key updates from 2023 (now permanent) include:
 - In USDA-designated rural areas, sites may offer non-congregate “grab-and-go” meals.
 - In all other (non-rural) areas, meals must be consumed on-site; this requirement is not flexible.
- Host sites must be located in an area eligible for service, meaning at least 50% of children in the area qualify for Free and Reduced-Price Lunch.
- If a site is area eligible, no application or enrollment is required—any child 18 and under can automatically receive free summer meals.

What is a Sponsor and a Site?

- **Sponsor**

- The Sponsor operates the Summer Food Service Program and serves as the primary point of contact with the state administrative agency, the Arizona Department of Education (ADE).
- Your Sponsor: *SMFB*

- **Site**

- A Site partners with the Sponsor to receive meal deliveries and provides a safe, supervised space for children to eat.
- Sites may include locations such as schools, community centers, libraries, healthcare offices, churches, apartment complexes, or other places where children naturally gather.

United States Department of Agriculture

Arizona Department of Education

Sponsor: St Mary's Food Bank Alliance

Sites: All summer sites operating under our partnership



**St. Mary's
Food Bank[®]**

Site Responsibilities

- Provide a safe space to host meal service.
- Arrange staff or volunteers to oversee meal service on designated days and times.
- Serve at least 25 meals, a minimum of 3 times per week (Monday–Sunday).
- Conduct outreach to families and help create a welcoming, engaging meal environment.
- Provide refrigeration or coordinate borrowing a refrigerator from SMFB to maintain safe and proper food temperatures.
 - Signed borrowed equipment agreement is required for the duration of the program.
 - Availability may vary.
- Adhere to all required food safety guidelines.
- Submit accurate and timely paperwork and program agreements.
- Maintain regular communication with their advocate at SMFB.
- Cooperate with scheduled monitoring visits.

On Site Staffing

- Provide adequate staff and/or volunteers to:
- Receive meal deliveries and verify the number of meals received
 - Follow and maintain food safety practices
 - Distribute meals and supervise meal service
 - Complete required paperwork during meal service, including:
 - Meal count tracking forms
 - Field trip forms (if applicable)
- Maintain a staff-to-child ratio of at least 1 adult for every 20 children.

Getting Kids to Your Summer Feeding Program

- Post Summer Feeding banners
- Post flyers throughout your community, including:
 - Laundromats
 - Bulletin boards
 - Email blasts
 - Door-to-door canvassing
 - Social media platforms
- Consider offering fun, engaging activities at your site to help attract and welcome children.
- AZ Health Zone provides additional SFSP promotional materials on their website.



Food Safety

- Food safety is a priority for SMFB, and we are committed to supporting program partners in meeting all food safety requirements.
- At least one representative at each site must be Food Safety trained.
- The trained representative must be a regular staff member or volunteer involved in daily operations and food handling.
- A valid Food Handlers' Card is accepted, or SMFB may provide training materials if staff do not currently have certification.
- Refrigerator temperature must be checked and logged on the meal count form once daily.
 - Refrigerated food must maintain 36°F to 41°F at all times

Product Storage Guidelines

- Store refrigerated foods at 41°F or lower.
- Log equipment temperatures on the meal count form.
- Store food only in designated food storage areas.
 - Keep nonfood and chemical items separate from food.
- Store food at least 6 inches off the floor and 18 inches away from walls.
 - Never place food directly on the floor.
- Keep ready-to-eat foods above raw meats, seafood, and poultry.
- Store food only in approved food-grade containers.



Product Storage – Hot Meals (If applicable)

- SMFB Kids Cafe hot meals include both hot and cold components; children must receive both.
- Cambro units are used to maintain hot food at 135°F or warmer.
 - Meals must be warm to the touch when served.
- Cambro temperatures may fluctuate during transport.
- A Cambro of meals will be delivered daily and left on site overnight; sites must ensure units are stored safely.
- Cambro's must remain plugged in while holding food.
- Meals should only be removed from hot storage at mealtime
 - Only trained adults may open or move the Cambro.
 - Caution should be used due to steam release.
- Leftover hot meals cannot be saved and must be properly disposed of.
- Cambro units must be fully emptied and unplugged each night.
- Hot meals are provided only at select sites and only for lunch or supper; breakfast is not served as a hot meal.

Hot meal Cambro –
approximate size
1.5ft x 2ft x 2.5ft
WxLxH



Meal Ordering

- Meal service supervisors at your site are responsible for ensuring the appropriate number of meals are ordered.
 - Changes to meal orders must be made directly with your Advocate by phone or email.
- Please order only enough food for each child to receive one complete meal.
 - Keep in mind that not all children attend every day.
- Notify your Advocate at least 48 hours in advance of your meal service if you need to change or cancel your order.
 - Please allow 48 hours for all order changes to take effect.



Reporting Food Safety Issues

- **If there is a problem with a meal:**
 - Follow the procedure for reporting a food safety issue.
 - Contact your Advocate immediately.
 - Do NOT discard any food in question; SMFB may collect it for investigation.
 - Isolate any meals that may be unsafe and stop meal service if necessary.
- **If there is a problem with equipment:**
 - Contact your Advocate if borrowed equipment is not working properly.
 - Provide the following information to help dispatch a repair technician:
 - Description of the issue
 - Contact name and phone number
 - Site hours of operation
 - Photo or video of the problem, if possible

Meal Types and Time

- Meals are individually packaged and do not require food preparation.
- During the summer, SMFB provides either lunch or dinner meals for children, not both.
- Breakfast is available only for pre-approved sites with a structured summer program *and* daily enrolled children on-site.
- Meals and meal types may only be served during designated service hours.
- Once a meal service window ends (e.g., breakfast), that meal type must conclude and cannot continue into the next service period.

Meal Service

- All meals must be consumed on site.
 - Meals may be eaten indoors or outdoors.
- Every child must receive a complete meal with all required components, including milk.
- Only one fruit or vegetable may be taken home per child.
- For apartment complexes:
 - Children must eat in a designated common area and may not take meals back to their apartments, as that is considered “to-go” consumption.

Meal Service Continued


- Meal service:
 - Should remain consistent throughout the summer.
 - May last from 30 minutes to several hours.
 - Duration should reflect the time staff and/or volunteers are available to safely supervise children.
 - May also be limited by food safety requirements, including how long food can safely remain on-site.

Meal Counting (Point-of-Service)

- Meal counts must be recorded at the time each child receives their meal.
- Only one meal per child should be served; second meals are not recommended.
- If there are consistently extra meals available, please request a reduction to your meal order.
- A separate meal count sheet is required if serving both breakfast and lunch and/or supper daily.
- Dates and meal type must be clearly selected on the meal count form.
- Reimbursement is claimed for each meal served to each child for each meal service type.
- Site leaders may not complete or adjust meal count forms after meal service has ended.

Daily Meal Count Form

- Each day, your site must track meal counts using a daily meal count form.
- Weekly meal count forms must be discontinued if they were used during the school year.
- Meal count forms should include:
 - Site name
 - Number of meals delivered
 - Total number of first meals served
 - Daily temperature log
 - Signature of staff or supervisor confirming completion in accordance with program requirements
- Incomplete or inaccurate meal count forms may be returned for correction.
- Please use dark ink to ensure clear, high-quality submissions.



Food Safety

Cold Temperature: _____

Fridge should read 41°F or cooler
Chests should read 120°F or warmer
Contact your site specialist immediately if you are having cooler issues.

Arizona Department of Education
Summer Food Service Program

Daily Meal Count Form

Site Name: _____ Date: _____

Site Address: _____

Site Telephone: _____ Meal Type B L SU

Supervisor's Name: _____ Delivery Time: _____

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 = [2]

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
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Total Second Meals = [3]

Meals served to Program adults:

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

Total Program Adult Meals = [4]

Meals served to non-Program adults:

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

Total non-Program Adult Meals = [5]

Total Meals Served = [6]

Total damaged/incomplete/other non-reimbursable meals = [7]

Total leftover meals = [8]

Total of Items: [6] + [7] + [8] = [9]

Item [9] should be equal to item [1]

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: _____

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This institution is an equal opportunity provider.

Meal Count Submission

- Submit meal counts by Monday close of business for the previous week using one of the following methods:
 - Fax to 480-780-3715.
 - Email to mealcounts@stmarysfoodbank.org.
 - Take a photo and text it to your Advocate.
- Meal counts must include your site name and be signed and dated.
- All original meal count forms must be retained for the duration of your summer program and may be submitted to your Advocate.
- All required SFSP documents can be found on our webpage.

Fraudulent Claiming

- Block claiming occurs when the same number of meals is distributed each day to the same children without variation.
 - Block claiming is not allowed.
- It may indicate that point-of-service meal counts are not being taken and that forms are being completed after meal service.
- If block claiming is suspected, a monitoring visit or audit of meal counts will be conducted by your advocate within 30 business days.
- If block claiming is confirmed, further action may be taken, including probation or inactivation of the program at the partner agency site.

Red Flags for Block Claiming

- **Overclaiming**

- Overclaiming occurs when a site reports more meals served than were actually received or distributed.
- The Point of Service method is not being used.
- Meal count forms contain errors, such as meals not being tallied individually.
- The number of meals claimed matches the number of meals delivered with no variation for 15 or more days.

- **Waste**

- Waste reports indicate leftover meals are returned, while meal counts show that all meals were distributed.

- **Holidays or Days Off**

- Meals are claimed for days when no meals were ordered or delivered.



Mealtime Changes

- Mealtime changes must be reported to SMFB within 48 hours.
- Mealtimes may be adjusted as needed, but meals must only be served at the approved and reported times.
- If serving both breakfast and lunch, at least one hour must elapse between service times.
- Approved mealtimes are posted publicly in a state database; any changes must be reported so SMFB can update records and notify ADE.
- **Field Trips**
 - To take meals off site for a field trip, a Field Trip Request form must be completed.
 - Your Advocate will confirm that all food safety standards can be maintained before meals are approved for off-site service.

Meal Delivery

- Meal deliveries will occur either the day before or the day of service.
 - All breakfast meals will be delivered to your location the day before meal service to ensure they are available on time.
 - Lunch and supper delivery schedules may vary depending on your location, start date, and order size.
 - Your Advocate will review your specific delivery model with you prior to your start date.
- Sites will receive signage to place on food crates to indicate leftover meals.
- Drivers are trained to only collect leftover meals when this signage is clearly displayed on the crate.

Required Signage

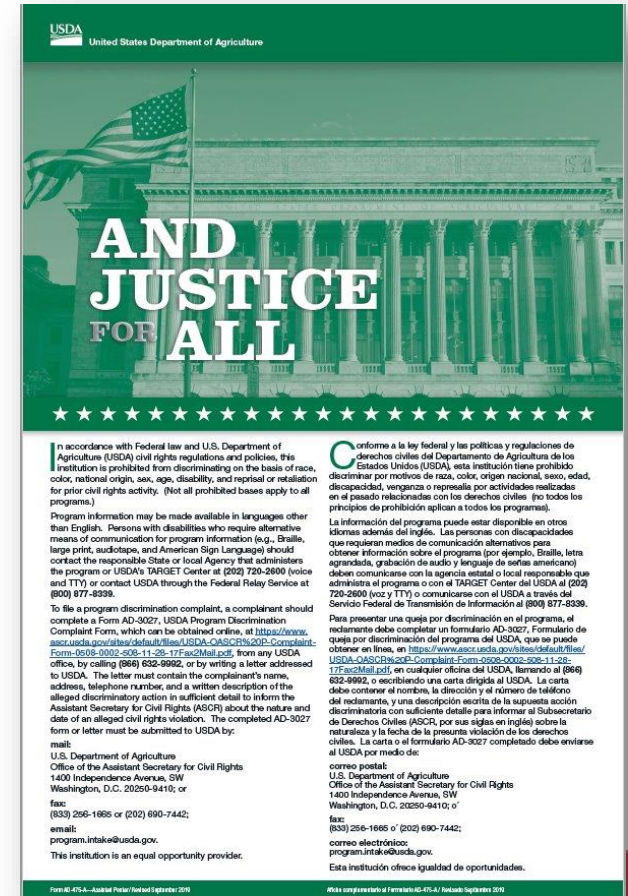
- A current menu must always be displayed for each meal type offered at your site.
- Menus must be posted in a visible area where meal service takes place so families can easily view them.
- If a menu change occurs, a blank update menu will be provided to note changes. This must be posted next to the original menu for that day or week.
- The “And Justice for All” poster must be displayed in a public area.
- The “Procedures for Complaints of Discrimination” poster must also be displayed in a public area.
- All required signage will be provided by your Advocate.

July 2025 Cold Meal Menu				
Mon	Tue	Wed	Thu	Fri / Sat / Sun
30	1	2	3	4
WGR Sunbutter Crustless Sandwich - Grape (2.8oz) Mozzarella String Cheese (1oz) Baby Carrots 1/2 cup Fresh Apples 1/4 cup 1% Low Fat Milk (0.5pt) Tajin	Mini-Cheeseburger Sliders x2 (4oz) WGR Bread Vegetable Cup (4oz) Fruit Cup (4oz) 1% Low Fat Milk (0.5pt) Mayo/Mustard/Ketchup	Bean & Cheese Burrito (5.2oz) WGR Tortilla Salsa Dipping Cup (2oz) Baby Carrots 1/2 cup Fresh Apples 1/4 cup 1% Low Fat Milk (0.5pt) Ranch	WGR Grilled Cheese Sandwich (4.19oz) Vegetable Cup (4oz) Applesauce Cup (4oz) 1% Low Fat Milk (0.5pt) Ranch	4th of July FB Closed
Mon	Tue	Wed	Thu	Fri / Sat / Sun
7	8	9	10	11
WGR Sunbutter Crustless Sandwich - Grape (2.8oz) Mozzarella String Cheese (1oz) Baby Carrots 1/2 cup Fresh Grapes 1/4 cup 1% Low Fat Milk (0.5pt) Tajin	Mini-Cheeseburger Sliders x2 (4oz) WGR Bread Vegetable Cup (4oz) Fruit Cup (4oz) 1% Low Fat Milk (0.5pt) Mayo/Mustard/Ketchup	Anytimers Lunch Meal Kit Baby Carrots 1/2 cup Fresh Grapes 1/4 cup 1% Low Fat Milk (0.5pt) Ranch	WGR Grilled Cheese Sandwich (4.19oz) Vegetable Cup (4oz) Applesauce Cup (4oz) 1% Low Fat Milk (0.5pt)	Chicken Biscuit WGR Bun (3.15oz) Sunflower Seeds (1 oz) Vegetable Cup (4oz) Fruit Cup (4oz) 1% Low Fat Milk (0.5pt) BBQ Sauce
Mon	Tue	Wed	Thu	Fri / Sat / Sun
14	15	16	17	18
WGR Sunbutter Crustless Sandwich - Grape (2.8oz) Mozzarella String Cheese (1oz) Baby Carrots 1/2 cup Fresh Apples 1/4 cup 1% Low Fat Milk (0.5pt) Tajin	Mini-Cheeseburger Sliders x2 (4oz) WGR Bread Vegetable Cup (4oz) Fruit Cup (4oz) 1% Low Fat Milk (0.5pt) Mayo/Mustard/Ketchup	Bean & Cheese Burrito (5.2oz) WGR Tortilla Salsa Dipping Cup (2oz) Baby Carrots 1/2 cup Fresh Apples 1/4 cup 1% Low Fat Milk (0.5pt) Ranch	WGR Grilled Cheese Sandwich (4.19oz) Vegetable Cup (4oz) Applesauce Cup (4oz) 1% Low Fat Milk (0.5pt)	Chicken Biscuit WGR Bun (3.15oz) Sunflower Seeds (1 oz) Vegetable Cup (4oz) Fruit Cup (4oz) Fresh Oranges 1/4 cup 1% Low Fat Milk (0.5pt) BBQ Sauce
Mon	Tue	Wed	Thu	Fri / Sat / Sun
21	22	23	24	25
WGR Sunbutter Crustless Sandwich - Grape (2.8oz) Mozzarella String Cheese (1oz) Baby Carrots 1/2 cup Fresh Grapes 1/4 cup 1% Low Fat Milk (0.5pt) Tajin	Mini-Cheeseburger Sliders x2 (4oz) WGR Bread Vegetable Cup (4oz) Fruit Cup (4oz) 1% Low Fat Milk (0.5pt) Mayo/Mustard/Ketchup	Anytimers Lunch Meal Kit Baby Carrots 1/2 cup Fresh Grapes 1/4 cup 1% Low Fat Milk (0.5pt) Ranch	WGR Grilled Cheese Sandwich (4.19oz) Vegetable Cup (4oz) Applesauce Cup (4oz) 1% Low Fat Milk (0.5pt)	Chicken Biscuit WGR Bun (3.15oz) Sunflower Seeds (1 oz) Vegetable Cup (4oz) Fruit Cup (4oz) 1% Low Fat Milk (0.5pt) BBQ Sauce
Mon	Tue	Wed	Thu	Fri / Sat / Sun
28	29	30	1	2
WGR Sunbutter Crustless Sandwich - Grape (2.8oz) Mozzarella String Cheese (1oz) Baby Carrots 1/2 cup Fresh Apples 1/4 cup 1% Low Fat Milk (0.5pt) Tajin	Mini-Cheeseburger Sliders x2 (4oz) WGR Bread Vegetable Cup (4oz) Fruit Cup (4oz) 1% Low Fat Milk (0.5pt) Mayo/Mustard/Ketchup	Bean & Cheese Burrito (5.2oz) WGR Tortilla Salsa Dipping Cup (2oz) Baby Carrots 1/2 cup Fresh Apples 1/4 cup 1% Low Fat Milk (0.5pt) Ranch	WGR Grilled Cheese Sandwich (4.19oz) Vegetable Cup (4oz) Applesauce Cup (4oz) 1% Low Fat Milk (0.5pt)	Chicken Biscuit WGR Bun (3.15oz) Sunflower Seeds (1 oz) Vegetable Cup (4oz) Fruit Cup (4oz) Fresh Oranges 1/4 cup 1% Low Fat Milk (0.5pt) BBQ Sauce
Acronyms WGR: Whole Grain Rich Note: All main component food items have CN label		Identification of mixed foods Mixed Fruit Cup: diced pears, peaches, and cherries, vegetable up in Corn.	Required Disclaimers Children 24 months and older will be served 1% or fat free milk Water is available to all participants through a water fountain This Institution is an Equal Opportunity Provider	Special Notes This menu may change without notice due to supply issues Items are delivered and served cold



Civil Rights

- Meals must be provided to all eligible children regardless of race, color, national origin, sex, age, or disability.
- The “And Justice For All” poster must be displayed in meal service areas to inform families of equal access to meals.
 - Must be printed in color and 11"x17" format.
- If there are questions or concerns about accommodation requests, inform your Advocate.
- Parents and guardians have the right to file a discrimination claim within 180 days of an alleged incident.
- Staff must be able to direct families to information on how to file a claim.
- SMFB must maintain and log all Civil Rights complaints received from program participants.
- If a complaint occurs, notify your Advocate.



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SMFB Monitoring Visits

- **Sponsors (SMFB) are required to make periodic, unannounced visits to agency partners.**
 - ADE and USDA also has the authority to conduct unannounced site visits - Please notify your Advocate if your site receives a visit from ADE.
- **During these visits your Advocate will verify the following:**
 - Point of Service meal counts are completed correctly.
 - Temperatures are logged on meal count forms.
 - Excess waste or over-ordering of meals is not occurring.
 - Freezer, refrigerator, and surrounding areas are clean.
 - Meals are consumed on site, or non-congregate paperwork is complete and compliant.
 - Complete meals, including milk, are served during approved service times.
 - Any changes have been reported to SMFB.
 - Only children 18 years and under are receiving meals.
 - Civil Rights requirements are being followed.
 - All required signage and menus are posted.



Required Forms and Agreements

- Please ensure the following documents are returned to your Advocate:
 - PowerPoint Training Completion Form - Training Sign-In.
 - Partner Agreement
 - Confirms your commitment to partner with SMFB this summer and follow Kids Café and SFSP policies.
 - Borrowed Equipment Agreement (if applicable).
 - Background Check Verification Form
 - Confirms all staff and/or volunteers working with minors have completed required background checks.
 - Food Safety Certificate or valid Food Handlers Card.

Thank You!

