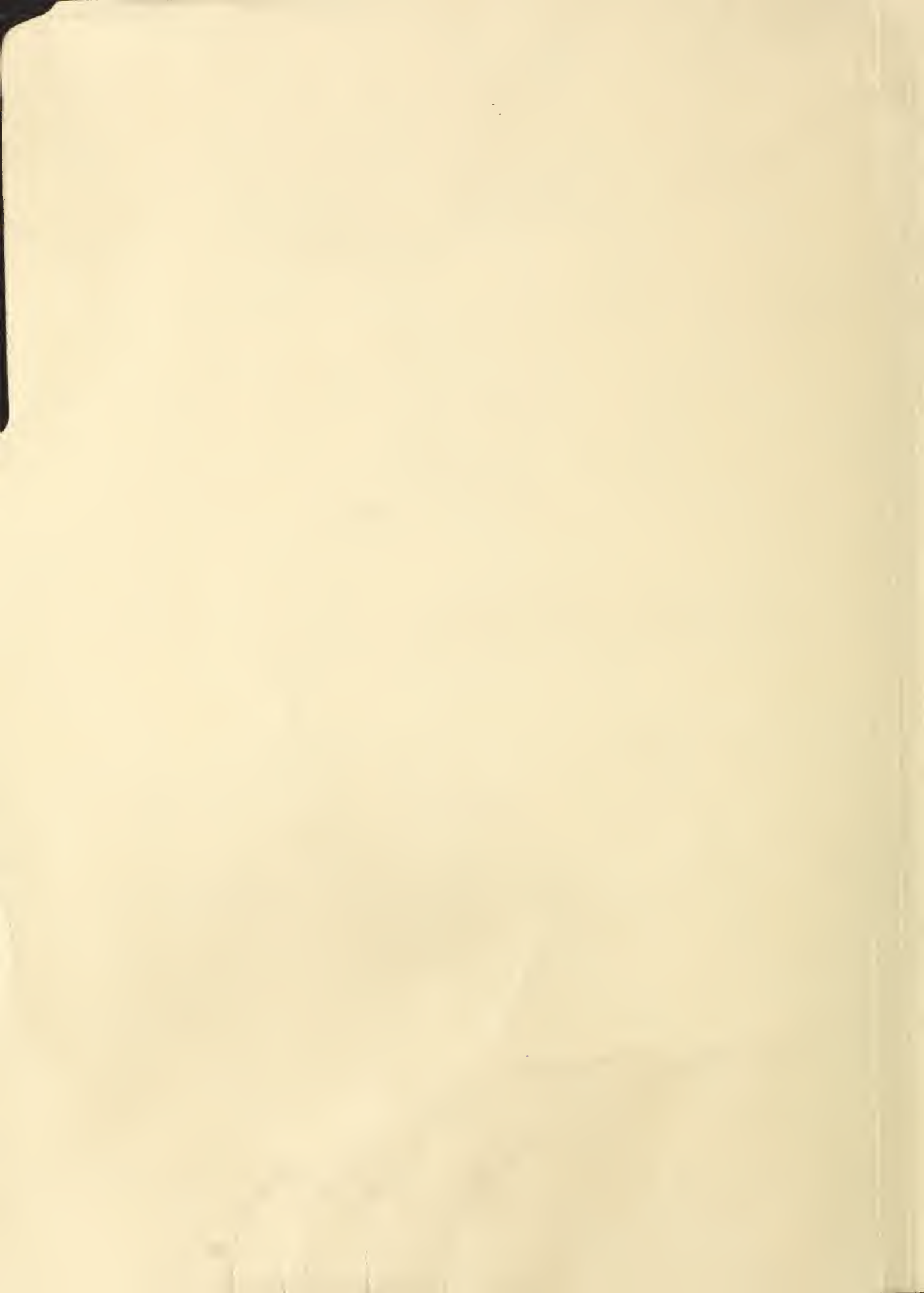


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ALS

Reserve

Summer Food Service Program for Children

United States
Department of
Agriculture

Food and
Nutrition
Service

FNS-206

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Administrative Handbook



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Rules for acceptance and participation in this program are the same for all children, without regard to race, color, or national origin.

This publication supersedes PA-1182, "Summer Food Service Program for Children, Sponsor Handbook," issued February 1979.

February 1980

Introduction

Introduction

The Administrative Handbook for the Summer Food Service Program for Children is a vital reference for any sponsor who participates or plans to participate in the program.

The handbook is divided into four main sections. The introduction presents the sponsor with a brief background of the summer program and its goals.

Section 1, "Planning a Program," provides information to help guide potential sponsors through the early stages of planning and operating a program. This section includes information on determining eligibility, planning the meal service, and applying for the program.

Section 2, "Administering a Program," outlines in more detail the sponsor's administrative responsibilities in the areas of training, recordkeeping, and monitoring.

Section 3, "Camps," discusses the unique eligibility requirements and reimbursement methods used by camps, and their special needs.

Section 4, "References," consists of the meal pattern requirements, necessary worksheets, and sample forms which will be used by sponsors. These materials can be removed and reproduced. A glossary is also included at the end of this section.

Sponsors will also want to use some or all of the other summer program handbooks in conjunction with this Administrative Handbook. These publications are:

"Sponsor Meal Preparation Handbook": Provides information to sponsors who prepare their own meals. It includes important information on summer program meal requirements and sample menu patterns.

"Food Service Management Company Handbook": Discusses in detail how a sponsor contracts with a food service management company. It also outlines the responsibilities of the sponsor and the food service management company in relation to the operation of the food service program.

Introduction

"Monitor's Handbook": Designed primarily for use by monitors. Sponsors may also use this handbook for more specific information about the monitor's functions and responsibilities.

"Site Supervisor's Guide": Provides guidance for the sponsor's site supervisor(s). Sponsors may use it as a handy reference for the responsibilities and duties of site personnel.

"Site Poster": Lists the main requirements that site personnel must follow when they operate the food service. It also contains a chart outlining the meal requirements.

These publications and other program information may be obtained by contacting your State agency or Regional Office.

Program Basics

The Summer Food Service Program for Children provides nutritional help to children 18 years of age or younger. These children would otherwise be deprived of the food assistance they receive during the school year under the National School Lunch and Breakfast Programs. Certain people over 18 years of age are also eligible if a State or local educational agency determines that these people are mentally or physically handicapped. And, these people must be participating in a public or private nonprofit school program established for the mentally or physically handicapped that serves primarily children 18 years of age or younger.

Summer programs are organized and operated by public and private nonprofit institutions. They are set up to benefit children from areas in which at least one-third of the children are eligible, under a State's family-size and income standards, for free or reduced-price school meals.

Residential camps can operate the summer feeding program. Sponsors can qualify as a camp if they enroll children in a regularly scheduled, organized activity that is cultural or recreational. Such sponsors must obtain family size and income data on the enrolled children so they can determine eligibility for free or reduced-price school meals. Only the meals served to those children who sponsors determine are eligible for free or reduced-price meals under the National School Lunch Program may be claimed for reimbursement.

Introduction

Sponsors for the summer program may include, but are not limited to: agencies of city governments, county and municipal school systems, recreational groups, churches, and social service organizations. Although geared to operate primarily during the summer vacation, when many schools close, this program also provides for meal services in situations where schools operate based on a continuous school calendar. As in all federally financed programs, discrimination against any child because of race, color, or national origin is prohibited. All sponsors must operate the program according to the provisions of the Federal regulations for the summer program, relevant instructions, this handbook, and other program guidance materials.

Organizational Structure

The Summer Food Service Program is administered through an agency of the State government or by a regional office of the United States Department of Agriculture's (USDA's) Food and Nutrition Service (FNS). The administering agency deals directly with sponsors operating within the agency's geographic domain. A prospective sponsor must demonstrate to the satisfaction of the administering agency that the sponsor has the necessary financial and administrative responsibility to meet program objectives and comply with program regulations. The actual meal service may take place at one or more sites under the responsibility of the same sponsor.

Once the administering agency approves the sponsor for the program, the sponsor may receive advance payments. Some startup money may also be available to sponsors. USDA commodities are available for sponsors that prepare their own meals and for sponsors that use school food facilities for their meal preparation. Additional administrative funds are available for sponsors of rural sites and sponsors that prepare their own meals. Sponsors must keep adequate records of their meal service operation in order to receive reimbursement.

Administrative and financial responsibility cannot be delegated below the sponsor level. The quality of meal service and the conduct of site personnel reflect directly upon the sponsor's performance. Any sponsoring organization that wishes to remain eligible for program participation must be primarily concerned with the quality of sites, the conduct of site and sponsor personnel, and the quality of the meals. Food service management companies, which have contracted or intend to contract with a sponsor to serve meals for the

Introduction

summer program, must provide meals according to both program regulations and their agreement with the sponsor. Program monitors will help the sponsor ensure that the program functions properly at each site.

All participating sponsors are subject to audit by USDA's Office of the Inspector General (OIG) and by the General Accounting Office (GAO).

Planning a Program



Sponsor Eligibility

Eligibility Requirements

Sponsor Eligibility

Every sponsor of the summer program must meet certain requirements. Only public or private nonprofit institutions may serve as sponsors. Private institutions must be tax-exempt under the Internal Revenue Code of 1954, as amended. All institutions must demonstrate adequate administrative and financial responsibility to manage an effective food service at sites that serve needy areas. Sponsors should also provide a year-round public service to the area in which they intend to provide the summer program. (This requirement is only waived in the cases of residential camps, sponsors that serve migrant programs, and sponsors that serve needy areas that would otherwise not be served.) Sponsors who have offered the program in prior years must have a satisfactory performance record or they will not be accepted.

In order to better meet the goals of the summer program, Public Law 96-108 has limited the kinds of organizations that are eligible to serve as sponsors for the 1980 program. Potential sponsor organizations will be limited to those that fall into one of the following six categories:

1. Public service institutions.
2. Private nonprofit service institutions, including residential camps, which prepare their own meals or obtain meals from a public facility, such as a school district, public hospital, or State University.
3. Private nonprofit schools, including colleges and universities.
4. Private nonprofit organizations for migrant farm-workers, including those that purchase meals from a food service management company.
5. Private nonprofit service institutions that serve not more than 500 children daily at not more than three sites and that purchase meals from a food service management company.

Sponsor Eligibility

6. Private nonprofit sponsors that purchase meals from food service management companies may operate the program in areas with no sponsors that fit in the above categories.

Category Six Applicants

Category six sponsors must have a consistent record of reliable and honest management and administration of community food service programs. However, some community food service organizations cannot qualify as sponsors. These organizations include those serving informal meals in connection with a special event or holiday, such as club or church suppers and pot-luck meals. Programs sponsoring foodbanks and holiday food drives, which do not provide actual meal service, cannot qualify as sponsors for the summer program.

Applicants in the sixth category must provide documentation with their program application to substantiate that they reliably managed and administered community food service programs. This documentation must be provided for any programs that were administered during the prior 3 years. It may be submitted for any program that was administered before that time. An applicant sponsor in the sixth category is not required to submit this documentation if it sponsored the Summer Food Service Program during the prior 3 fiscal years.

The documentation must provide:

- A description of all food service programs that the applicant has managed or administered, including lists of names of corporate officers, addresses of food service sites, and sources of funding
- Independent audit reports that stem from any audits that may have been conducted on the applicant's food service programs
- An assurance that the applicant has not been terminated or has not been seriously deficient in operating community food service programs
- Any other relevant information that is available to the applicant concerning management and administration of food service programs.

Determination of Need

Determination of Need

One-Third
Needy
Provision

The summer program is primarily directed toward children from needy areas. As a required part of the application process, all sponsors must document the need of the area they intend to serve. The only sponsors that do not have to provide this information are those sponsors participating in the program as summer camps. A "low-income area" is based on the percentage of children who reside in an area that is eligible for free or reduced-price meals in the National School Lunch and Breakfast Programs. At least one-third of the children who reside in the area from which the sponsor's site draws its attendance must qualify for free or reduced-price school meals, based on family size and income.

To determine the need of particular geographical areas, a sponsor may contact local school districts or local non-profit private schools to obtain figures on the numbers of children who are eligible for free and reduced-price meals, as compared to the school's total enrollment. Sponsors do not have to obtain the names of eligible children from school officials unless eligibility is being determined on an individual basis. (An alternative method for determining area need is to consult local social service agencies such as Scout groups, youth clubs, community centers, and churches.)

Census
Tract
Data

Census tract data may also be used to document eligibility. However, sponsors planning to use this source must refer to specific documents used on their application for participation. For cities with a population of over 50,000, the following documents may be used:

"Table P-1, General Characteristics of the Population" lists by tract number or county the average number of people per household. "Table P-4, Income Characteristics of the Population," lists by tract number or county the median income.

For counties with a population of less than 50,000, refer to "Table 124, Income and Poverty States in 1969 for Counties" and "Table 16, Summary of General Characteristics."

Determination of Need

Remember census tract data are dated and may be unreliable. The data may be almost 10 years old, and an area as small as a census tract may have undergone substantial demographic change since the time the data were collected. If more current sources of data are available, such as applications for free and reduced-price lunches, then they should be used.

Indians
Statistics on the population of Indian reservations may be obtained from one of the 12 area offices of the Bureau of Indian Affairs. Another document that may be used to determine area need is the "Survey of Income and Education for 1975" by States, which can be obtained at the Census Bureau, Office of Poverty Statistics. The people per household and median income information can be compared to the State's income eligibility standards to determine need on a tract basis. Census maps should be consulted to correlate tract numbers with the geographic areas from which a sponsor plans to draw its participation. State income eligibility information may be obtained from the administering agency.

Migrant Children
Eligibility for the children of migrant workers may be based upon documentation provided by a migrant organization. (The administering agency decides what organizations qualify as migrant organizations.) This documentation may be used to establish that one-third of the children are eligible for free or reduced-price school meals. In these cases, such documentation is done on an area basis. As with any program that elects to serve four meals (or breakfast, lunch, and supper), the site would be considered a non-residential camp. And, sponsors can claim reimbursement only for those meals served to the children for which the sponsor has individual documentation of eligibility.

Enrolled Program Provision
Sponsors with an enrollment program must establish documentation of eligibility based on statements of the family size and income of enrolled children.

Camps
For the purposes of this program, "camp" means a residential summer camp or a nonresidential cultural or recreational program for enrolled children that serves three full meals (breakfast, lunch, and supper) or four meals a day. Sponsors that qualify as camps must document the eligibility of each child for free and reduced-price meals. Sponsors base eligibility on the family size and income of enrolled children. They may claim reimbursement only for the meals they serve to eligible children.

Sites

Sites

Site Selection

Sponsors must assume administrative and financial responsibility for the food service at sites under their supervision. When sponsors determine the number and types of sites they will administer, they will also determine their administrative and staffing needs.

When selecting sites, the sponsor needs to consider: the adequacy of facilities for onsite meal consumption, the availability of holding facilities, site size in relation to anticipated attendance, and the numbers and types of meals requested. Sponsors should exercise their authority to limit meal service to whichever patterns seem suitable for a particular site.

If possible, sponsors should select sites that have their own year-round program of service to the community. These sites will usually have a permanent staff and facilities that can be used for the meal service.

A site selection worksheet is included in the Reference section at the end of this handbook.

Community Support

Sponsors need to assess the degree of community and parental support. Sponsors may use ongoing community service programs, integrating their food service into local recreational, cultural, and enrichment activities. This is particularly important in rural areas. As part of this involvement with the local community, a sponsor should:

- * Contact local schools and libraries about their enrichment programs. (While academic summer schools are not eligible to participate in the program, the programs may affect attendance at individual sites.)
- * Ask parks and recreation centers about their summer recreation programs.
- * Contact local Y's, churches, and Scout groups about their summer plans.
- * Contact minority referral sources and relevant minority organizations in the area of the site.
- * Contact other groups in the area, which may be planning to participate in the program, to prevent duplication.

Sites

Preoperational Site Visits

Sponsor personnel must always visit locations before they select sites. Locations where site supervisors have had a poor performance record in the past programs and where supervisors were unable to institute corrective action should not be selected for participation. Depending on the nature of the problem, the administering agency may not approve such sites for the program.

Preoperational Health Requirements

When sponsors have chosen their prospective sites, they must:

- * Notify the health department of all prospective site locations and ask the department to inspect them to ensure that they meet local standards.
- * Alert the sanitation department to ensure prompt and regular trash removal.

Sponsor/Site Agreements

Sponsors that plan a multiple site operation with sites that are not under their direct administrative control should enter into an agreement with the supervisor of each site. Such an agreement should list in specific terms the responsibilities of the site supervisor for the food service program. This agreement of responsibilities will facilitate taking corrective action if the program does not operate in accordance with the agreement. However, this agreement does not relieve the sponsor of the final administrative and financial responsibility for the operation of the program. A sample sponsor/site agreement is contained in the Reference section.

Summer Schools

If a site offers a summer school program, the site must either open its food service to children other than those who are enrolled in the accredited school program or serve children outside of the summer school hours. If the site serves only children who are enrolled in the summer school program, it must then participate in the National School Lunch and Breakfast Programs.

Number of Children

The Department cannot overemphasize how important it is for sponsors to determine as accurately as possible the number of children each site will serve. Sponsors can plan their programs adequately only when they know approximately how many children they will serve (and therefore about how much reimbursement they will receive). Contacting the schools and children's organizations in the area of the sponsor's site is the best way sponsors can begin to determine the number of children they may serve. Since this number is difficult to estimate, some sponsors may wish to offer an enrollment type of program.

Sites

Number of Sites

Sponsors also must decide on the number of sites they wish to serve, and must consider and evaluate sponsor resources and other available resources before making that decision.

Sponsors will want to look into:

- * Food preparation facilities, if the sponsor might prepare the food.
- * Food holding and storage facilities.
- * Registered food service management companies in the area, if preparing the food on site is not feasible.
- * Labor.
- * Funds to hire additional personnel, if necessary.
- * Volunteer help.
- * Anticipated Federal reimbursement.

Operating Limitations

While making decisions about how many sites and how many children they will serve, sponsors should remember that there are outside limits on the size of a program. Sponsors may be approved for a maximum of 200 sites and for a total average daily attendance of 50,000 children at all sites. No sponsor may exceed any of these maximum limits unless the administering agency determines that the sponsor has the capability and facilities for managing a program of that size.

Sponsor Selection Priorities

Confusion and waste often result when two or more sponsors compete for the same sites or the same children. Such an overlap in service conflicts with program objectives. Consequently, administering agencies may allow only one sponsor to serve a target population.

Meal Service

Following, in descending order, are the priorities that apply when the administering agency must select from competing sponsors:

1. Public or nonprofit private schools and other applicant sponsors that have demonstrated successful program performance in a prior year.
2. Sponsors that propose to prepare meals at their own facilities or that operate only one site.
3. Sponsors that propose to use local school food facilities for the preparation of meals.
4. Other sponsors that have demonstrated their ability for successful program operations.
5. Sponsors that plan to integrate the program with Federal, State, or local employment or training programs.

Meal Service

Meal
Preparation

There are several factors that will influence a sponsor's decision regarding the best method for obtaining meals. These factors include: the cost of meals, the number of meals required, the type of meal service, the number of sites participating, and the type of site(s). Sponsors may choose among several methods of meal preparation.

Sponsor Meal
Preparation

A sponsor may prepare its own meals at the local site. Sponsors that prepare meals can receive both additional administrative funds and donated foods from USDA. The food distribution agency informs sponsors about available commodities as soon as the administering agency approves the sponsor's application or by June 1, whichever date is later. Sponsors may not receive commodities under more than one program during the same period of time. These benefits are also available for sponsors that prepare meals at a central kitchen with their own personnel and then distribute the meals to the local sites.

Meal Service

Sponsors that use a central kitchen must consider how they are going to distribute food to the sites. Site personnel must be available to ensure that meals are served according to program regulations.

Sponsors that prepare meals at their own sites should refer to the "Sponsor Meal Preparation Handbook" (which is available from the administering agency) for more information about the operation of the sponsor meal preparation program.

Because most schools serve meals to children during the school year, schools usually have preparation and serving facilities. Schools also usually know USDA nutritional requirements for meals, and understand children's preferences. In addition, school food service personnel are often available for summer jobs.

Sponsors should contact the superintendent of schools, or principals of local nonprofit private schools to see if they can obtain meals from the school. Such an arrangement will require either a written agreement or a contract with the school. The reference section includes an example of this type of agreement. Sponsors that enter into an agreement with a school food service to prepare meals are also eligible to receive commodities from USDA under the summer program. They are not, however, eligible for the additional administrative funds.

Sponsors may decide to contract with a food service management company to obtain meals. Any sponsors that might obtain meals through such a contract should consult the "Food Service Management Handbook" (available from the administering agency), which explains various requirements and procedures the sponsors must follow.

Food Service
Management
Company Meal
Preparation

Some sponsors may contract with food service management companies to manage any aspect of the food service program under regulations for vended programs. These vended programs may not receive commodities. However, vended programs in rural areas may receive additional funds for administrative expenses.

Food service management companies must provide complete unitized meals to the sponsor's site. This means that meals must be packaged, delivered, and served as a unit. Milk, which is packaged separately, can be delivered and served as

Meal Service

a separate meal component, but the milk is still considered as part of the meal unit. Only unitized meals are reimbursable, unless the administering agency has approved a waiver of the unitized meal requirement.

Sponsors may only enter into a contract with food service management companies which are registered with the administering agency. Sponsors may get the list of registered food service management companies from the administering agency.

The administering agency may require sponsors to set up a special account with the food service management company at a financial institution. Into this special account, the sponsor must deposit any payments received from the State agency for operating costs. Any checks drawn from this account must be authorized by both the food service management company and the sponsor. This is to help ensure that the company receives payment for the eligible meals they provide to the sponsor's program.

Sponsor Responsibilities

All sponsors must provide their meals to children according to a regular schedule. All sponsors must also maintain a complete recordkeeping system to document their claims for reimbursement and must have an adequate monitor staff to assist the sites (see discussion under Staffing section). In each case, the sponsor must ensure that the food service staff serves each meal according to all program regulations.

Number of Meals

The administering agency can approve sponsors serving a maximum of three meal types per day at each site, but one of the three meals must be a snack. Residential camps can receive approval for serving up to four meal types per day. Nonresidential sponsors that qualify as camps can receive approval for serving four meal types per day or for serving three meals that consist of a breakfast, lunch, and supper. No sponsor can receive approval for more than two snacks a day.

Meal Service Requirements

Sponsors must be certain that they comply with certain rules when they serve meals at each of their sites. The Reference section includes the meal pattern requirements for each meal. Sponsors must:

- * Make satisfactory arrangements for food service during inclement weather, if they serve meals at an outdoor site.

Meal Service

- * Adhere to local health and sanitation regulations.
- * Organize a supervised system for serving the meals.
- * Ensure that each meal served includes the required quantities of each meal component.
- * Ensure that each child gets one meal and finishes that meal before getting seconds.
- * Ensure that the length of the meal service does not exceed 2 hours for lunch and supper and 1 hour for all other meals.
- * Ensure that 3 hours elapse between meals. Except in residential camps sponsors must allow 4 hours to elapse between lunch and supper when they serve no snack between those two meals.
- * Ensure that supper does not begin later than 7 p.m. The administering agency may consider waiving this requirement on a case-by-case basis. In no case may sponsors serve supper later than 8 p.m. Exceptions to this rule apply only to residential camps.
- * Ensure that all meals served meet or exceed minimum meal requirements.
- * Serve the same meal to all children.
- * Arrange for delivering and holding meals according to standards prescribed by local health authorities until time to serve the meals. This rule applies only to vended programs.
- * Arrange for proper storage of any excess meals.
- * Ensure that children eat all meals onsite. Sponsors must be sure to supervise all children on the site while the children eat the meals.

Application

Limitations on Meal Service

The administering agency will limit sponsors to serving one meal per day if the agency finds that any site is in violation of the meal service requirements and if the site does not take corrective action within a reasonable time. If the meals are not prepared at the site, the administering agency will not approve more than one meal service at that site unless either (1) the food service company can deliver each meal separately within 1 hour of the beginning of the meal service, or (2) proper facilities exist onsite for holding the food.

Application

Application

Potential sponsors must submit an application to the administering agency before the agency's deadline.

A list of application requirements cannot be all inclusive since variations occur with each administering agency and with the nature of particular food services. However, the following list indicates the basic application requirements that sponsors must satisfy. In their application, sponsors must:

- * Demonstrate adequate administrative and financial responsibility to manage an effective food service. If sponsors apply as type 6 institutions (see the Eligibility section), they must demonstrate a history of reliable and honest management and administration of food service programs for the community.
- * Provide information for each proposed site. This information includes documentation of eligibility and meal service capabilities for each site, or, if the sponsor qualifies as a camp, documentation of the number of children enrolled in its program who are eligible for free or reduced-price school meals. When planning to serve the children of migrant workers, sponsors may submit data from a migrant organization that support the children's eligibility. The administering agency determines which are migrant organizations, and which are not. Sponsors that are not camps and that serve the same sites in consecutive years must submit data to support their eligibility for those sites at least every other year. This provision does not apply to new sites. Sponsors must certify that they have visited each of the sites.
- * Sign a program agreement with the administering agency.

Application

- * Distribute to the newspapers a news release on non-discrimination policy and accessibility of program.
- * Estimate the extent of necessary program payments. With this estimate, sponsors must submit a complete management plan that includes staffing needs and an administrative budget.
- * Apply for advance payments and startup payments, if applicable.
- * Certify training programs for sponsors and site personnel.
- * Include a synopsis of the invitation to bid or the proposed agreement with the school food authority. This section should include plans for advertisement, if appropriate.
- * Provide for an audit, if the sponsor anticipates that USDA may reimburse the sponsor \$50,000 or more. This audit must be done by a Certified Public Accountant (CPA) or by an independent public accountant who was licensed by December 31, 1970, and who is currently licensed by the regulatory authority of the State. A letter of engagement with the firm must be submitted with the program application. The auditor must provide the sponsor with a management letter within 10 days after the program begins. Public sponsors may meet this requirement by using an independent State or local government accountant. (Samples of the letter of engagement and the management letter are included in the Reference section.)
- * Provide proof of tax-exempt status if the sponsor is a nonpublic entity.

Decision on Application

The administering agency must approve or deny the application within 30 days after the State's deadline for sponsor applications. If sponsors apply after the deadline, the administering agency will review the application as soon as possible. Sponsors applying after the deadline must explain why. The administering agency will keep this information in the sponsor's file. If approved, the sponsor must keep all signed materials as part of his records.

Staffing

The administering agency must agree on administrative costs with the sponsor. The administering agency will stipulate categories of negotiable costs in the approved agreement that is returned to the sponsor. The sponsor must discuss any changes in expenditures falling within these categories and the administering agency must approve the changes before the sponsor can receive reimbursement.

During the approval procedure, the administering agency will communicate with the sponsor representative in writing and by phone. When the sponsor receives approval for the program, the administering agency will help arrange the final operational details of the program. Representatives from the administering agency and USDA will review the program during the summer and offer problem-solving assistance.

Agreement

Sponsors must sign an agreement with the administering agency. This agreement is a legally binding document that specifies the rights and responsibilities of both the sponsor and the administering agency and it must be read carefully before being signed.

Review Procedures

Any sponsor that is denied participation may obtain a review by an official other than the one that was directly responsible for the original determination. This procedure is fully outlined in the program regulations. At the time of the denial, the administering agency must inform the sponsor who to contact for a review. This review procedure is the same for sponsors who are denied advance program payments, payment of claims, or site approval.

Staffing

Staffing

The size and type of a sponsor's program dictates many of the staffing needs. The sponsoring organization should consult with the administering agency for specific staffing guidance.

Many positions require only part-time employment, particularly in the planning and closeout phases. The need for recordkeeping personnel varies according to the extent of support services provided to the program. USDA recommends

Staffing

one monitor for every 15 to 20 sites in urban areas. The number of monitors necessary for rural sites may increase depending upon the geographic area. Varying opening and closing dates of individual site operations affect staffing needs. In every case, however, the sponsor must provide adequate personnel for overall management and monitoring of the program.

Administering agencies find the key to successful program operations in the quality of the site monitoring. As the link between sponsor-level and site-level operations, personnel hired for this function must relate to the community that the program serves, while they ensure that sites take corrective action. Wages for this position, as well as other positions, should be equivalent to the responsibility. For guidance, refer to the following listing of responsibilities by position (small programs obviously do not need one person for each of the duties described):

Director

Responsible for:

- * Providing overall management and supervision of the program
- * Maintaining outreach efforts
- * Coordinating with other agencies
- * Selecting sites
- * Corresponding with administrative agencies
- * Handling all contracts, bidding, negotiations with food service management companies
- * Submitting applications
- * Arranging for food preparation or delivery
- * Adjusting meal orders
- * Hiring staff

Staff
Duties

Staffing

- * Training staff
- * Supervising staff
- * Ensuring all monitoring requirements are met
- * Submitting reimbursement vouchers
- * Ensuring civil rights compliance

Assistant (large program only)

Responsible for:

- * Training site personnel
- * Designing forms for recordkeeping purposes
- * Maintaining liaison with vendor to adjust meal deliveries
- * Providing ongoing training to staff
- * Checking reimbursement vouchers
- * Maintaining time and attendance records of staff
- * Maintaining records on number of meals served

Bookkeeper

Responsible for:

- * Maintaining records on the following:
 - Daily site reports, invoices, and bills
 - Food costs
 - Labor costs
 - Administrative costs
 - Other costs
 - Program income

Staffing

- * Preparing payroll
- * Purchasing office supplies
- * Preparing reimbursement vouchers

Area Supervisor (very large program only)

This person is in charge of several monitors and reports site deficiencies to the director or his/her assistant.

Responsible for:

- * Scheduling monitors' visits
- * Checking monitors' reports
- * Preparing weekly summaries of monitoring efforts
- * Providing ongoing training for monitors
- * Visiting sites with monitors
- * Determining need for corrective action

Monitor (1 for every 15 to 20 sites maximum)

The monitor visits sites on a regular basis and observes meal service operations. (See Monitoring section in this handbook for more details.)

Responsible for:

- * Checking onsite operations to ensure that site personnel maintain records and that the program operates in accordance with requirements
- * Visiting all sites within the first week of operations
- * Reviewing food service operations of all sites within the first 4 weeks of operation
- * Revisiting sites as necessary
- * Preparing reports of visits

Staffing

- * Suggesting corrective action for problems encountered
- * Ensuring that the site takes corrective action
- * Conducting onsite training as necessary

Site Supervisor

The site supervisor is in charge of the program at the site level.

Responsible for:

- * Making meal arrangements during bad weather
- * Receiving and accounting for delivered meals
- * Serving meals
- * Cleaning up after meals
- * Assuring safe and sanitary conditions at the site
- * Planning and organizing daily site activities
- * Assuring that children eat all meals onsite
- * Assuring that only eligible children receive meals

Responsibilities for food service personnel operating programs where sponsors prepare meals are outlined in the Sponsor Meal Preparation Handbook.

Training

All sponsors must hold training sessions on program duties and responsibilities for all site and administrative personnel. (Sponsors should consult the Training section in the next part of this handbook for specific details.) Sponsors must also ensure that all administrative personnel attend training sessions provided by the administering agency.

Staffing

Administering Agency Assistance

Administering agencies will help sponsors plan and operate their programs. In addition, administering agencies offer training sessions to the sponsor's supervisory personnel. During the summer, representatives from the State agency or FNS Regional Office will visit sponsors and sites and may make suggestions to assist in program management. Sponsors can contact the administering agency at any time about any questions or problems they may have.

Communications

To ensure efficient administration, internal and external channels of communication must be established. Internally, discussing job descriptions and explaining the organizational structures enables staff members to understand their own responsibilities as well as those of their co-workers.

A communications network should include the administering agency, the food service management company, the supervisors of the in-office staff members, monitors, and site personnel. As a minimum, the sponsor and site personnel must maintain daily telephone contact to allow them to promptly report changes in the number of meals ordered, meal deficiencies, and requests for menu changes.

Administering a Program



Training

Training

Scope

Training site and sponsor personnel is not only a program requirement, but it is also a good management practice. As with administrative and financial responsibility, training is a sponsor obligation. However, conducting a training session before the opening of the program does not mean that training is completed. Weekly or biweekly sessions for sponsor and site personnel throughout the summer are essential for a comprehensive training effort.

This ongoing process allows everyone a chance to discuss findings at the sites and also enables the sponsor to offer additional training. Regular meetings with site supervisors offer similar opportunities. In addition, monitors should conduct onsite training if they encounter a site supervisor having difficulty with recordkeeping or any other area of food service operations. Sometimes a site supervisor who attends the training sessions may be replaced by a new supervisor. The sponsor is responsible for ensuring that this new site supervisor receives the appropriate training.

Training Sessions Required

Sponsors must plan sessions for two different groups of personnel, divided according to areas of responsibility. Office staff, area supervisors, and monitors, (sponsor personnel) comprise one group; site supervisors and their assistants comprise another. At the very least, two training sessions should be conducted before the beginning of the program--one for sponsor personnel and one for site supervisors.

Sponsor personnel must attend the site training sessions so that they know what the site personnel have been told. These sessions will also allow sponsor personnel to become acquainted with the site supervisors they will visit throughout the summer. If the food service involves a food service management company or school, then their representatives should know about these sessions and possibly participate in the discussion of menus and delivery schedules. Sponsors should also invite local health inspectors so they can become familiar with the food service operations. All personnel should receive a letter or flyer announcing the date, time, location and importance of attending the session. A telephone reminder would reinforce the importance of attending the session.

Training

Sponsors that operate a large program must have an office staff that may consist of assistants, bookkeepers, secretaries, and clerks, in addition to the staff they employ as area supervisors and monitors. Although the sponsor personnel training session is of primary importance to the monitors, all office staff should attend the sessions so they have a general background in program operations. The bookkeeping staff may require a separate training session. Although training needs will vary by sponsor, sponsors should cover the following topics in the session with office staff and monitors:

Training Outline for Sponsor Personnel

<u>Topics</u>	<u>Materials</u>
1. Begin with a general explanation of the program, emphasizing the following topics:	You will need these materials for this part of the program:
a. Purpose of the program	"Administrative Handbook"
b. Site eligibility	"Summer Poster"
c. Recordkeeping requirements	"Site Supervisor's Guide"
d. Organized site activity	
e. Meal requirements	
2. Describe how the program will operate within the framework outlined in this handbook.	Menu schedule Sample delivery receipts Sample daily reporting for sites
a. How meals will be provided	
b. The delivery schedule (If applicable)	
c. The recordkeeping forms to be used by site personnel and methods of submission	

Training

	3. Outline the specific duties of monitors. <ol style="list-style-type: none"> a. Sites for which they will be responsible b. Monitoring schedule c. Reporting procedure d. Followup procedure e. Office procedures 	Monitor report Mileage log "Monitor's Handbook"												
Site Personnel	<p>Sponsors must document attendance at the site personnel training sessions and schedule additional sessions for personnel who were absent. Since monitors act as liaison between the sponsor-office level and the site-operations level, they must attend the training session for site personnel. During the site personnel training session, sponsors can obtain the signatures of the site supervisors and assistants who are responsible for signing daily records. (Sponsors should keep a signature file in their office for use in reviewing weekly records.) As a minimum, sponsors should ensure that the following topics are covered in sessions with site supervisors and their assistants. Since this program provides meals meeting exact nutrition standards, it is an excellent focal point for nutrition education.</p>													
Training Outline for Site Personnel	<table border="0"> <thead> <tr> <th style="text-align: center;"><u>Topics</u></th> <th style="text-align: center;"><u>Materials</u></th> </tr> </thead> <tbody> <tr> <td colspan="2">1. General explanation of the program</td> </tr> <tr> <td>a. Purpose of the program</td> <td>"Administrative Handbook" (for instructor's use)</td> </tr> <tr> <td>b. Site eligibility</td> <td></td> </tr> <tr> <td>c. Necessity for accurate records</td> <td>"Monitor's Handbook" (for instructor's use)</td> </tr> <tr> <td>d. Importance of organized activities at sites</td> <td></td> </tr> </tbody> </table>	<u>Topics</u>	<u>Materials</u>	1. General explanation of the program		a. Purpose of the program	"Administrative Handbook" (for instructor's use)	b. Site eligibility		c. Necessity for accurate records	"Monitor's Handbook" (for instructor's use)	d. Importance of organized activities at sites		
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c. Necessity for accurate records	"Monitor's Handbook" (for instructor's use)													
d. Importance of organized activities at sites														

Training

2. Site operations

- | | |
|--|--|
| a. Food service management company relationship | "Site Supervisor's Guide"
(for each supervisor) |
| 1) Meal pattern requirement and type of meal service offered | Menus

Sponsor's name and telephone number |
| 2) Delivery schedules (exact times) | |
| 3) Adjustments in the delivery amount | |
| 4) Facilities available for storing meals | |
| 5) Who to contact about problems | |
| b. Problems with programs where sponsors prepare meals | |
| 1) Inventory | Inventory forms |
| 2) Menu adjustments | Production records |

3. Recordkeeping

- | | |
|---|--------------|
| a. Daily recordkeeping requirements | |
| b. Delivery receipts | Sample forms |
| c. Special problems | |
| 1) Seconds | |
| 2) Leftovers | |
| 3) Spoiled food | |
| d. Daily labor--actual time spent on food service | |
| e. Collection of daily record forms | |

Training

- | | | |
|----|---|------------------|
| 4. | Monitors | Monitoring form |
| | a. Duties and authority | |
| | b. Areas of assignment
and introduction to
site supervisors | |
| 5. | Miscellaneous | Sponsor's policy |
| | a. Problems caused by
inclement weather | |
| | b. Problems with
unauthorized adults
eating program meals | |
| | c. Problems with discipline | |
| | d. Review of equipment,
facilities and materials
available for organized
recreational activities | |
| | e. Review of trash removal
system | |
| | f. Corrective action | |

Monitor Personnel

Monitors serve as a vital link between the sponsor level and the site level. Monitors should be present at both the site and sponsor training meetings, to ensure their grasp of operations at both levels. The "Monitor's Handbook" outlines their necessary duties and responsibilities. Additional training for monitors will be necessary in the specific functions required by the sponsor. Monitors should also become familiar with the "Site Supervisor's Guide".

Training

Outline for Monitors

<u>Topics</u>	<u>Materials</u>
1. Outline the specific duties of monitors	"Monitor's Handbook" Monitor report form Mileage log
a. Sites for which they will be responsible	
b. Monitoring schedules	
c. Reporting procedures	

Monitoring

- d. Followup procedures
- e. Office procedures
- f. Local sanitation and health laws
- g. Considerations for personal safety, if necessary
- h. Nutrition education

Monitoring

Monitor Staff

Providing for effective monitoring is a very important aspect of successful program operation. An efficient and capable monitoring staff is essential in operating a well organized program. Staffing needs for monitoring the program will depend on the size of the sponsor's program. USDA recommends one monitor for every 15 to 20 sites in urban areas. The number of monitors necessary for rural sites may increase depending on the geographic area.

Monitor Responsibility

The sponsor must provide the monitors with thorough training so that they completely understand program requirements and duties. The sponsors must ensure that the authority and responsibilities of their monitors are clear to the monitoring staff, site supervisors, and office personnel. Monitors must ensure that the site serves only nutritious meals and operates the program according to program guidelines. The Monitor's Handbook outlines the specific duties and responsibilities of monitors. Monitors must not be mere collection agents of records. They must understand program requirements, train site personnel, and must spend enough time at each site to review all pertinent operations. Sponsors may use the Monitor's Handbook as a guide when training monitors. The monitor should also have available additional copies of the Site Supervisor's Guides, the necessary forms, and summer posters for their sites.

Visit and Review

Regulations require that sponsors visit all sites at least once during the first week of operation and that prompt action be taken to correct deficiencies. In addition, sponsors must review all sites at least once during the first 4 weeks of program operations. A sponsor with multiple sites must regularly monitor those sites to enforce all program regulations. Regulatory violations at the site

Monitoring

level may lead to reduced reimbursement. Monitors must document and file records for each site visit, each review, and any followup visits. Monitoring must continue throughout the program at a level sufficient to ensure compliance with program regulations.

Site reviews and visits by monitors are vital functions of sponsor operations. A site review requires the monitor to observe at least some and preferably all of the meal service to determine if the site meets program requirements. A site visit requires the monitor to ensure that the food service operates smoothly and that problems are immediately resolved. Without this direct link between the sponsor headquarters and the actual food services, no program can function adequately.

Review Form

The monitor review form (as developed by the administering agency) asks for information on the regular adjustment of meal orders, menu adjustments as necessary, and problems regarding recordkeeping, preparation and delivery scheduling. This report helps the sponsor assess the site's operation and serves as documentation of corrective action. Samples of these forms are included in the Reference section.

Additional monitor training may be necessary if:

- * The monitor does not include comments in the remarks section of a report.
- * The number of meals that are delivered or served and the number of children who are in attendance are always the same.
- * The monitor does not include comments by site personnel.
- * The monitor recommended a corrective action and fails to note the action taken to correct the deficiencies.
- * The monitor fails to recommend adjustments in meal orders when the number of meals exceeds attendance.

Monitoring

Monitor Reporting System

Sponsors must have a monitoring schedule. This schedule will ensure that the monitor reviews all the sites. A monitoring form will ensure that the monitor checked all facets of site operations. A reporting system from the monitors to the office staff will inform sponsors of problem areas. And, a followup procedure will ensure that sites take corrective actions.

The sponsor must also design a system for handling monitor reports. Monitors should return these reports to the sponsor frequently--ideally, every day. The reports should be immediately reviewed by a specific member of the sponsor's staff who is responsible for following up on any problems, either with the monitor or with the site supervisor. Sponsors should establish a system to ensure timely followup of deficiencies at the site level. Depending on the seriousness of the deficiency, followup should occur within specified time frames. Multisite sponsors need to develop detailed methods for monitoring and maintaining the resulting report system. This handbook's Reference section includes sample forms that cover most monitoring activities.

Statistical Monitoring

The administering agency may elect to use statistical monitoring procedures to help them meet their program monitoring requirements. The administering agency may use the results of statistical monitoring to determine the sponsor's reimbursement. The administering agency will inform the sponsor if they plan to use statistical monitoring and will provide the sponsor with the necessary information on the procedures for conducting statistical monitoring. The administering agency has additional information on statistical monitoring.

Monitors Beginning Work

The monitors should begin work several days before sites open. If possible, monitors may complete the required preoperation visits. This will allow the monitors to familiarize themselves with the locations and the personnel at the sites.

Recordkeeping

Recordkeeping

Sponsors must keep full and accurate records so they can substantiate allowable costs that they will later claim for reimbursement. Sponsors must maintain all records for 3 years after the end of the last fiscal year in which the program operated. Such records must be accessible to Federal officials for audit and review purposes.

Types of Records

To justify claims for reimbursement, the following records must be maintained:

- Participation figures
- Operating costs which include food, labor, and other costs
- Administrative costs
- Program income

This section includes information on each of these categories. All claimed costs must be documented. If sponsors fail to maintain adequate records, then they may receive less reimbursement than anticipated. The Reference section includes a checklist of all records that sponsors must keep.

Daily Site Records

The recordkeeping system depends on maintaining records of complete meals served to children and adults, and the sponsor's reimbursement depends on the recordkeeping system.

The sponsor must provide the sites with record sheets, and site personnel must complete these records daily. Site records must be based on actual counts taken at each site. These records must be accurate and must be completed at the end of each meal. Site records must include:

- The number of meals delivered or prepared, by type (breakfast, snack, lunch, supper). Vended programs must support this information with a signed delivery receipt. A designee of the sponsor must verify the adequacy and number of meals delivered.
- Number of children in attendance.
- Number of complete meals served to children by type, based on actual count.
- The number of second meals served to children. Sponsors must plan, prepare, or order meals on the basis of participation trends. Sponsors must plan to provide

Recordkeeping

only one meal per child at each meal service. In recognition of the changes in participation levels, a second meal that is served as a unit to the same child can be claimed for reimbursement. Administering agencies can provide sponsors with further guidance on seconds.

- The number of meals served to program adults and nonprogram adults, if any.

Site Reports

Daily site reports may be collected either daily or weekly. Sponsors may wish to have the monitor pick up the site report on a designated day or may ask the site supervisor to mail it to the sponsor's office periodically. Whatever method sponsors select, a frequent, uniform basis of collection is necessary to minimize the possibility of losing these reports. The site's copy of the daily delivery invoices should be collected at a regular time, checked for the site supervisor's signature, and checked for accuracy between the figures that were entered on the site report and those on the food service management company's reports. Sponsors should immediately resolve any discrepancies by contacting the site supervisor and food service management company representative. Sponsors should document these discrepancies and the action taken to resolve them.

Operating Cost

Operating costs are allowable costs incurred by the sponsor for preparing and serving meals. These costs include, but are not limited to, cost of food used, labor, nonfood supplies, and space for the food service. Rural sites may include costs that are directly incurred in transporting children from rural homes to rural food service sites.

Food Cost Records

The data that are necessary for computing the cost of food used are more extensive when sites prepare and serve meals. Records that are maintained to support the cost of food used should include, as a minimum:

- * Receiving reports.
- * Purchasing invoices.
- * Records of any returns, discounts, or other credits not reflected on purchase invoices.
- * Inventory records that show the kinds of food items on hand at the beginning and end of a period, the quantity of each item, the dollar value assigned to each item, and the total value of the inventory.

Recordkeeping

* Records of major inventory adjustments showing the same kinds of information shown on inventory records.

* Cancelled checks or other forms of receipt for payment.

Inventory Records

"Cost of food used" means, in its simplest form, beginning inventory plus purchases minus inventory adjustment (if any) minus ending inventory. When sponsors wish to prepare their own meals and claim the cost of food they purchase before the start of program operations, they must add the beginning inventory to the costs of food they purchased during the period of operation. Sponsors must record the dollar value of food (ending inventory) that is unused at the close of program operations. Sponsors must subtract this ending inventory from all food costs incurred as a result of program operations.

Food costs cover the cost of purchases, and the cost of processing, transporting, storing, and handling food that is either donated (including USDA commodities) to the sponsor or purchased by the sponsor. Sponsors must make adjustments when major reductions of food in stock are the result of fire, theft, spoilage, or contamination--any event other than normal usage.

The Reference section provides a sample inventory form for sponsors that prepare meals onsite. Site personnel should use a form similar to this to list all food items on hand. Site personnel should use invoices to determine the unit cost per item. After taking a physical count of each item on hand, site personnel should multiply this number by the unit cost to get the total inventory value for each item. Adding the total inventory values for all items will then provide the sponsor with the value of the beginning or ending inventory.

Vended Programs

The cost of food used means the cost of the preparation and/or delivery of meals charged to the sponsor by the food service management company or the school facility. This may not include: charges for meals delivered to nonapproved sites; meals not delivered within the agreed delivery time; meals that are spoiled or unwholesome; or meals that do not meet the requirements or terms of the contract. The sponsor should not pay the food service management company for these meals. The sponsor must maintain records that include the signed delivery slips to support its claim for reimbursement. Designees of the sponsor at each site should check the adequacy of the delivery and meals before signing the delivery slip.

Recordkeeping

Labor Cost Records

Labor costs include compensation by sponsors for labor that is required for operating the food service at their sites. This may include wages, salaries, employee benefits, and the share of taxes paid by the sponsor. Sponsors must keep records of all labor directly involved in the preparation of meals and the operation of the food service.

Other Costs

Other operating costs may include, but are not limited to, (a) costs of nonfood supplies; (b) rental costs for buildings, food service equipment, and vehicles; and (c) use allowance for certain food service equipment; (d) utility costs; and (e) mileage allowances. If sponsors feel that they may have "other" costs which are not listed, they may contact the administering agency for further information. Sponsors must keep all necessary records and documentation so they may claim these costs.

Administrative Costs

Administrative costs are costs incurred by the sponsor for activities related to planning, organizing, and administering the program. Generally, these activities are:

1. Preparing and submitting an application for participation, including a management plan containing budgets of operating and administrative costs, and staffing and monitoring plans;
2. Establishing the eligibility of children for free or reduced-price school meals for each session. This applies only to camps.
3. Attending training provided by the administering agency;
4. Hiring and training site and administrative personnel;
5. Visiting sites, reviewing and monitoring operations at sites, and documenting these visits;
6. Preparing and submitting a plan for, and synopsis of, the invitation to bid when the sponsor wants to contract with a food service management company.
7. Preparing and submitting claims for reimbursement;

Program Payments

8. Performing other activities that are necessary for the planning, organizing, and managing of the program.

Generally, costs incurred for these activities are:

1. Labor costs for administrative activities
2. Rental costs for offices, office equipment, and vehicles
3. Use allowance for office equipment
4. Vehicle allowance and parking expenses
5. Office supplies
6. Communications
7. Insurance and indemnification
8. Audits
9. Travel

The Reference section includes a worksheet for computing administrative costs.

Program
Income

Income accruing to the food service program includes all funds received from State, or local, and other sources, except program advances or reimbursement. These funds must be designated specifically for the food service program. Records reflecting income may include deposit records, voucher stubs, or receipts. Sources of funds that are earmarked for food service and counted as income include: income for food sales to adults, cash donations or grants from philanthropic organizations or individuals, and monies received from State, intermediate, or local governments.

Program Payments

Advance
Payments

Once sponsors receive approval from the administering agency to operate a program, the sponsors may receive advance payments. Sponsors may request advances for their operating or administrative costs before the start of the month in which those costs will occur.

Program Payments

In addition, the administering agency may at its option provide the sponsor a limited amount of startup payments for planning. These startup payments, which are deducted from later administrative reimbursements, are for administrative costs incurred in planning a food service and in establishing effective management procedures for that service. Sponsors may request advance payments and startup payments when they apply to participate in the program.

Advance payments for operating costs will be based on last year's expenditures. As an alternative, the administering agency can estimate this advance payment as a percentage of anticipated costs.

Sponsors must request each advance payment for operating costs from the administering agency at least 30 days before the payment dates of June 1, July 15, and August 15. Before the second month's advance, sponsors must certify that they held personnel training sessions that clarified program duties and responsibilities. If a sponsor will not operate for at least 10 days in any month, then the sponsor will not receive any advance payment for operating costs in that month.

Sponsors must request each advance payment for administrative costs from the administering agency at least 30 days before the payment dates of June 1 and July 15. Before the second month's advance, sponsors must certify that they currently operate the number of sites provided for in the administrative budget, and that no significant change has occurred in their administrative costs since approval of the administrative budget. If sponsors operate under the program less than 10 days in June but at least 10 days in August, they will be issued the second month's payment for advance administrative costs on August 15.

Sponsors that plan to operate under the program for less than 10 days cannot receive advance payments for administrative costs. If the administering agency's monitoring or audits reveal that a sponsor may not be able to submit an adequate claim, the administering agency will not send the advance payment for the following month until the sponsor submits a valid claim.

Program Payments

Reimbursement

In order to receive reimbursement from USDA for meals served under the program, sponsors must document the allowable costs they claim for reimbursement. Sponsors may elect to claim all or part of administrative costs and full operating costs (cost of food used, labor cost, and other costs). However, any sponsor that receives startup or advance payments for administrative costs must claim administrative costs. Sponsors must maintain complete records to support the costs they claim.

The amount of reimbursement to sponsors for operating costs will, in general, be the lesser of either (1) actual operating costs, or (2) the number of meals by type actually served to eligible children multiplied by the rates for those meals. The administering agency will be able to tell sponsors the exact rate.

Sponsors will receive administrative monies based on the budget they submitted with the application for participation. The budget should include the projected administrative expenses that a sponsor expects to incur. Also, sponsors may receive additional administrative reimbursement for rural and sponsor-prepared meal sites. Payment to sponsors for administrative costs will, in general, be the lesser of (1) actual expenses incurred for administrative costs, or (2) the number of meals by type actually served to eligible children multiplied by the rates for those meals, or (3) the approved administrative budget and any amendments. Sponsors who have questions should contact the administering agency for further information.

Rural Sites

Extra funds are available for sponsors of sites located in needy areas that are defined as rural. A rural area is any county that is not part of a Standard Metropolitan Statistical Area as defined by the Office of Management and Budget. At the option and discretion of the administering agency, and with the approval of the USDA Regional Office, an area may be defined as rural if it is a part of a Standard Metropolitan Statistical Area, but is isolated from the urban center. This alternate definition of rural area will only be used in situations where a State recognizes unique problems for the given area.

Program Payments

Reimbursement Claim Form

The sponsor must regularly collect data from all sites that include: the number and type of meals served to all children, the number served to eligible children, the number served to program adults, and the number served to non-program adults. Sponsor personnel must compile this data from the site reports to properly complete the monthly reimbursement claim form.

The sponsor must compile information on operating costs, including: the cost of food used, the cost of labor, and other costs incurred in the operation of the food service. Also, costs relating to administering the program must be documented if the sponsor plans to claim those costs.

Camps receive reimbursement only for meals they serve to children whose eligibility is documented on the basis of family size and income information. Any nonresidential camp that reduces meal service by one meal service per day will continue to receive reimbursement for only those meals they serve to children who are eligible for free or reduced-price school meals.

Finally, the sponsors must calculate the amount of income accruing to their Summer Food Service Program and must include this amount on the claim form. Then the sponsor must sign the claim form and send it to the administering agency.

The sponsor assumes complete responsibility for information they submit on the claim. Claims for reimbursement must include data in sufficient detail to justify the reimbursement they claim and to enable the administering agency to provide the required information for program reports.

Sponsors must file claims each month by the 10th day after the period of operations that are covered by the claim. If the program extends only into the first 10 operating days of the next month, the sponsor must include all operational data for that next month on the voucher of the past month. Administrative costs should cover all salaries sponsors pay throughout the program, including salaries they pay to personnel they retain for the purpose of closing the program (usually the director, a secretary, and an accountant), and all other expenditures they incur up to and related to the end of the program.

Program Payments

Nonallowable Reimbursements

Reimbursement may not be claimed for:

- * Meals served to adults
- * Meals that do not meet meal requirements
- * Meals not served as a complete unit
- * Meal patterns or types not approved by administering agencies
- * Meals served at sites not approved by administering agencies
- * Meals consumed offsite
- * Meals served outside of approved time frames
- * Meals served to ineligible children in camps (those not meeting the family size and income guidelines for free or reduced-price school meals).

Unallowable Costs

Costs that are not allowable under any category include:

- * Costs of purchasing land, acquiring or constructing buildings, or making alterations to existing buildings.
- * Costs of purchasing nonexpendable equipment, whether food service, office, automotive, or any other kind of equipment. This category includes costs of equipment repairs that materially increase the value or useful life of the equipment.
- * Use allowance for buildings and use allowance for equipment that is not specifically permitted in the sponsor's written agreement with the State agency. Use allowance cannot apply to any equipment purchased with Federal assistance. Use allowances do not apply to idle equipment.
- * Fees (when such fees are credited to the final purchase price of equipment or space) that result from written or verbal contractual arrangements for rental-purchase or lease of equipment or space with an option to purchase. This includes rental fees sponsors claim for equipment they or one of their subsidiaries own and other rentals that are not specified in the budget or written agreement.

Program Payments

- * Value of donated food, cash, labor, space, and land used. A use allowance can be authorized on donated equipment that is not expendable.
- * Administrative cost items not included in the approved sponsor budget, or amendments subsequently submitted and approved.
- * Food service costs for meals served to children in camps who are not eligible to receive their meals free or at a reduced price.
- * Interest or other financial costs.
- * Costs or proration of costs that result from the sponsors' maintenance of a legal staff.
- * Legal expenses for prosecution of claims or other legal actions against the Federal government or the administering agency.
- * Fines and penalties.
- * Bad debts.

Estimating Reimbursement

Claims for reimbursement must only reflect meals served to eligible children and the costs that are associated with those meals. The following steps illustrate how the sponsor can estimate the amount of reimbursement:

1. Potential reimbursement for operating costs: Multiply the number of meals, by type, actually served to eligible children by the applicable reimbursement rates. Add these figures for each meal type and compare this sum to the actual expenditures for operating costs incurred for the serving of meals to eligible children. The lesser amount is the operating cost reimbursement the sponsor should receive.
2. Potential reimbursement for administrative costs: Multiply the number of meals, by type, actually served to eligible children by the applicable administrative reimbursement rates. Add these figures for each meal type and compare this sum to the actual expenditures for administrative costs incurred for serving meals to eligible children and to the administrative budget and approved amendments. The lesser amount is the potential reimbursement to the sponsor for administrative costs.

Violations

In order to determine your final total reimbursement for program costs, compare the sum of the two potential reimbursements that are determined above to your total of the actual program costs incurred for serving meals to eligible children (i.e., the sum of actual program costs in steps 1 and 2 above). Subtract the amount of income accruing to the program. The lesser of these two amounts is your final potential reimbursement. This amount will be reduced by any startup, or advance payments received. The Reference section includes worksheets to assist in calculating the amount of the anticipated reimbursement.

Violations

Violations

Violations of program requirements may result in withholding or recovering reimbursement, temporary suspension, or termination and exclusion from future program participation.

Such violations include but are not limited to:

- * Noncompliance with the time requirements between meals
- * Failure to maintain adequate site or sponsor records
- * Failure to adjust meal orders to conform with changes in site attendance
- * Serving more than one meal simultaneously to a child
- * Offsite meal consumption
- * Claiming program reimbursement for meals served to anyone other than eligible children
- * Serving meals that did not include required quantities of meal components
- * Continued use of food service management companies that are in violation of health codes
- * Not adhering to competitive bid procedures.

Post-Program Evaluation

Evaluation

Post-Program Evaluation

Upon the completion of the local program, the sponsor should prepare an evaluation. The following format is suggested for these evaluations:

- * Sponsor Personnel--Evaluate the size and efficiency of the staff.
- * Site Personnel--Evaluate the ability of site personnel to control and supervise the program at the site level.
- * Food Preparation--Evaluate the major facets of food preparation, as well as the quality and variety of foods offered within meal requirements.
- * Organization--Evaluate the administrative structure of the organization.
- * State agency or FNS Regional Office--Evaluate the relationship between the sponsoring agency and the administering agency, noting the adequacy of training efforts, availability of guidance and information, and the availability of assistance.

Camps



Camps

Introduction

The material in this section will provide the camp sponsor with the information essential for planning and operating a successful camp program.

Camp/Sponsor Eligibility and Requirements

Eligibility

The regulations define a camp as:

1. A residential summer program that offers a regularly scheduled food service as part of an organized activity for enrolled children, or
2. A nonresidential program that offers a regularly scheduled cultural or recreational activity for enrolled children and that serves participating children four meals a day.

Camp Sponsor Requirements

In addition to the sponsor requirements mentioned in the earlier sections of this handbook, camps must also:

- * Serve meals free to enrolled children who are eligible for free and reduced-price school meals.
- * Limit the duration of meal service to 2 hours for lunch and supper and 1 hour for all other meals.
- * Submit family size and income information on each child receiving free meals at least 14 calendar days before each session. Submit this information for each site to the administering agency.
- * Serve the same meal to all children regardless of reimbursement status and without discrimination against any child because of race, color, or national origin.
- * Develop a written policy statement for determining eligibility for free meals to be used by all participating sites, if a camp charges separately for meals.

Training

Sponsor Personnel

Camp sponsors must attend administering agency training sessions on program responsibilities. Camp sponsors must then hold training sessions on program duties and responsibilities for all camp personnel.

Camps

Site Personnel

Training for camp site personnel must include at least:

1. A general explanation of how the program operates
 - a. Purpose of the program
 - b. Requirements for camp site eligibility
2. Site Operations
 - a. Food service management company relationship (if applicable)
 - b. Site procedures at mealtime
3. Daily recordkeeping requirements

Reimbursement for Camps

Public law 95-166 mandates that camp sponsors can only be reimbursed for meals they serve to children who are eligible for free and reduced-price meals during the regular school year. Camps must properly allocate and justify costs on that percentage of their meal service that is eligible for free and reduced-price meals. Some costs, though, will be readily identifiable as direct costs, and must be documented as such.

The administering agency must approve the allocation formula for each camp sponsor. Since different camps will operate under different circumstances (that is, length of program, number and size of each session, and so forth), the camps will have different allocation plans.

Claims for reimbursement must only reflect meals served to eligible children and the costs associated with those meals.

Special Milk Program

Camp sponsors should consult the 'Sponsor Meal Preparation Handbook' (available from the State administering agency) for information on meal requirements. Camps may participate in the Special Milk Program provided the sponsors keep the records for the milk program separate from records for the summer food service program. Camp sponsors may claim reimbursement for milk under the Special Milk Program when they serve:

Camps

- Milk to children in the paid category.
- Second milks to all children.
- Milk served alone in place of a snack.

Sponsors must keep the records of milk they serve under these categories separate from records of the summer program food service.

The administering agency may approve a camp's use of nonfat dry milk in meals served to children participating in camp-sponsored activities that make serving fluid milk impractical. The milk must be reconstituted under sanitary conditions and to normal dilution.

Determining Allowable Program Costs for Camps

As mentioned earlier, camps may only be reimbursed for meals served to children eligible for free and reduced-price meals. In order to determine allowable meals and costs, camps must make a number of computations before using the worksheets included in the Reference section. The computations described here are also outlined on the worksheets which follow.

Camps must first determine what amount of their meals and program costs are eligible for reimbursement. For camps with only one session during a reporting month, this procedure is straightforward: Divide the number of children enrolled in the camp who are eligible for free and reduced-price meals by the total number of children enrolled in the camp plus whatever number of camp employees or adults who eat meals at the camp. This adjustment factor (which will always be less than one) may then be multiplied by the program costs or may be multiplied by the total number of meals served. This determines which costs or meals are eligible for reimbursement.

Sites that offer more than one session during a reporting month will need to use a weighted average that will take into account the size of each session and the percentage of eligible children enrolled. The worksheet explains specifically how a sponsor may determine his weighted adjustment factor.

Camps

If sponsors wish to determine the potential reimbursement, they should complete all computations on the worksheet that follows. Sponsors should then turn to the regular reimbursement worksheets in the Reference section and make the following adjustments:

(1) Wherever the sheet asks for the number of breakfasts, lunches, etc., served, enter only the number of each allowable meal as computed on the camp worksheet. You will multiply these numbers of allowable meals by the reimbursement rates to determine your potential reimbursement for operating and administrative costs.

(2) Under number 2, enter only the allowable costs determined on the camp worksheet.

These are the only changes that camps should make. Sponsors should not adjust their actual administrative expenditures by multiplying administrative costs by the weighted adjustment factor.

Camps

Worksheet for Camp Sponsors:

Step 1

Determine adjustment factor (compute separately for each camp session in a claiming period):

- a. Number of enrolled children in this session eligible for free and reduced-price meals = _____
- b. Total number of enrolled children in this session plus camp employees and adults who eat meals = _____
- c. Adjustment factor -- divide a by b (this number must be less than 1) = _____

Step 2

Determine combined adjustment factor (if there has been only one camp session during this claiming period, continue to Step 3):

- I a. Adjustment factor for session 1 = _____
- I b. Total number of meals served for session 1 = _____
- I c. Allowable meals for session 1 (a x b) = _____
- II a. Adjustment factor for session 2 = _____
- II b. Total number of meals served for session 2 = _____
- II c. Allowable meals for session 2 (a x b) = _____
- III a. Adjustment factor for session 3 = _____
- III b. Total number of meals served for session 3 = _____
- III c. Allowable meals for session 3 (a x b) = _____

Camps

Continue in this manner for each additional session if there are more than three sessions.

Combined adjustment factor:

$$\frac{\text{Total Allowable Meals}}{\text{Total Meals}} = \frac{Ic + IIc + IIIc + IVc + Vc}{Ib + IIb + IIIb + IVb + Vb}$$

= _____

= _____

(this number must be less than 1)

Step 3. Determine allowable operational costs:

I a. Total food costs = _____

b. (Combined) adjustment factor = _____

c. Allowable food costs (a x b) = _____

II a. Total labor costs = _____

b. (Combined) adjustment factor = _____

c. Allowable labor costs (a x b) = _____

III a. Total other cost = _____

b. (Combined) adjustment factor = _____

c. Allowable other costs (a x b) = _____

Camps

Step 4. Determine Allowable Meals:

- I a. Total number of breakfasts = _____
b. (Combined) adjustment factor = _____
c. Allowable breakfasts (a x b) = _____
- II a. Total number of snacks = _____
b. (Combined) adjustment factor = _____
c. Allowable snacks (a x b) = _____
- III a. Total number of lunches and/
or suppers = _____
b. (Combined) adjustment factor = _____
c. Allowable lunches and/or
suppers (a x b) = _____

Step 5. Determine Allowable Administrative Costs:

- a. Total administrative costs = _____
(these costs are not reduced
by the adjustment factor)

References



Planning Checklist

Planning Checklist

The following sponsor's planning checklist is a suggested management tool. It gives sponsors an orderly and comprehensive overview of administrative procedures. Although this checklist may not be all inclusive for every type of food service, it is useful as a program aid.

Date Completed

Action Taken

1. _____ Survey community for areas of need; begin choosing possible sites and compiling written documentation of need for each.
2. _____ Meet with community leaders, if possible, for assistance in determining suitable site locations.
3. _____ Contact local schools concerning the possibility of vending meals for the programs.
4. _____ Contact recreation departments, schools and local service organizations to coordinate recreational activities with food service at sites.
5. _____ Contact reliable former site supervisors to determine if they have a continued interest in the program.
6. _____ Attend workshops offered by State or Federal (USDA) personnel.
7. _____ Hire a secretarial staff to assist the program director.
8. _____ Develop specifications for the invitation to bid (if applicable).
9. _____ Publicly advertise the bid, at least 14 days before bid openings.

Planning Checklist

10. _____ Develop budget and staffing plans for the program.
11. _____ Secure a letter of engagement with a CPA, independent accountant, or State or local government accountant for programs over \$50,000.
12. _____ Solicit volunteer help at sites whenever possible.
13. _____ Hire an assistant program director, if necessary.
14. _____ Design forms or use sample forms in this handbook for all aspects of program operations.
15. _____ Set up a filing system for documents that you must maintain for at least 3 years.
16. _____ For camps, obtain data for each child to document eligibility for free and reduced price school meals.
17. _____ Notify the health department of your intention to operate a food service program, giving a list of sites you plan to serve.
18. _____ Submit a complete application with accompanying documents to the administering agency. Include all attachments as requested by the administering agency.
19. _____ Use proper procedures to select a registered vendor (if applicable).
20. _____ Meet the vendor and develop delivery schedules (if applicable).

Planning Checklist

21. _____ Hire monitors and site supervisors.
22. _____ Hold training workshops for monitors and supervisors.
23. _____ Obtain signatures from site personnel.
24. _____ Announce the availability of the program and the nondiscrimination policy through local media.
25. _____ Finalize monitoring schedules and any emergency procedures.
26. _____ If the program will receive over \$50,000 in program reimbursement, contact the auditing firm and obtain a management letter.

Site Selection Worksheet

Site Selection Worksheet

Site name _____

Site address _____

Site phone number _____

Person to contact for use of site _____

Type of site:

Recreation Center _____ Park _____

School _____ Residential Camp _____

Church _____ Playstreet _____

Playground _____ Other _____

Settlement House _____

Estimated number of children the site could serve: _____

Estimated number of needy children in area: _____

Estimated number of supervisory personnel needed to adequately control the food service: _____

Is another site needed in this area? _____

Are the present facilities adequate for an organized meal service? _____

If not, comments: _____

Does site have:

Shelter (inclement weather) _____ Refrigeration _____

Cooking facilities (if applicable) _____ Telephone _____

Place to store prepared or delivered food _____

Place to store records at site _____

What types of organized activities are possible at this site? _____

Sponsor/Site Agreement

Sponsor/Site Agreement

Name of site _____

Address of site _____

Administrator in charge _____

Telephone _____

The person named above agrees to:

1. Serve meals to children 18 years of age and under (or persons over 18 years of age if they are mentally or physically handicapped and participating in a public or private non-profit school program for the mentally or physically handicapped).
2. Serve meals which meet the minimum nutritional requirements.
3. Provide adequate supervision during the meal service.
4. Maintain and submit promptly such reports and records that the sponsor requires.
5. Report to the sponsor any changes in the number of meals you require as attendance fluctuates.
6. Report any other problems in regard to the meal service.

Signed:

Administrator _____

Sponsor Representative _____

Date _____

Agreement to Furnish Food Service (Sponsor/School)

Agreement to Furnish Food Service (Sponsor/School)

THIS AGREEMENT is made and entered into by and between
(school) _____ and the (sponsor) _____ :

WHEREAS the facilities of the (sponsor) _____
are not adequate for preparing and serving meals to children,
while the facilities of the (school) _____
are adequate to serve meals to children from the institution;
the (school) _____ agrees to supply unitized meals
(inclusive/exclusive) of milk to the (sponsor) _____
with and for the rates herein listed:

Breakfasts.... \$ _____ each Lunches.... \$ _____ each
Snacks \$ _____ each Supper.....\$ _____ each

It is further agreed that the (school) _____,
pursuant to the provisions of the Summer Food Service Program
Regulations, attached copy of which is part of this agree-
ment, will assure that said meals meet the minimum require-
ments as to nutritive value and content, and will maintain
full and accurate records that the institution will need to
meet its responsibility including the following:

1. Menu Records, including amount of food prepared.
2. Meals, including daily number of meals delivered by type.

These records must be reported to the institution promptly
at the end of each month. (school) _____ agrees also
to retain records required under the preceding clause for a
period of 3 years after the end of the fiscal year to which
they pertain (or longer, if an audit is in progress); and
upon request, to make all accounts and records pertaining
to the program available to representatives of the U.S.
Department of Agriculture and the General Accounting Office
for audit or administrative review at a reasonable time and
place.

This agreement shall be effective as of (date) _____.
It may be terminated by notice in writing given by any party
hereto to the other parties at least 30 days prior to the
date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this
agreement as of the dates indicated below:

Agreed to this date _____ Sponsor official _____

School official _____ Title _____

Location of food preparation center(s):

Meal Pattern Requirements

Meal Pattern Requirements

Meal Patterns

The goal of every Summer Food Service Program for Children should be to serve nutritionally adequate, wholesome, and appetizing meals to children. Careful planning is necessary to meet this goal. Meal requirements set for this program assure well-balanced, nutritious meals that supply the kinds and amounts of food children need to help meet their nutrient and energy needs.

Quantity
Adjustment

The quantities of food specified in the meal pattern are approximate amounts of food to serve 10- to-12-year old children. Greater or lesser amounts of these foods may be served if participating children are older or younger. Sponsors must comply with the applicable meal patterns contained in the Child Care Food Program regulations if they serve children under 1 year of age. The administering agency has copies of these regulations.

The following are minimum requirements for each meal:

Breakfast

	AMOUNT
BREAKFAST	
<u>Milk</u>	
fluid milk	1 cup
<u>Vegetables and Fruits</u>	
vegetables and/or fruits	1/2 cup
- or full-strength vegetable or fruit juice	
- or an equivalent quantity of any combination of vegetable(s), fruit(s) and juice.	
<u>Bread and Bread Alternates</u>	
(whole grain or enriched):	
bread	1 slice
- or cornbread, biscuits, rolls, muffins, etc.	1 serving

Meal Pattern Requirements

	AMOUNT
- or cooked pasta or noodle products	1/2 cup
- or cooked cereal grains, such as rice, corn grits, or bulgar	1/2 cup
 (whole grain, enriched, or fortified):	
- cold dry cereal	3/4 cup or 1 ounce (whichever is less)
- or cooked cereal	1/2 cup
- or an equivalent quantity of any combination of bread or bread alternate	

SNACK (supplemental food)

(choose two from the following four components):

Milk

fluid milk	1 cup
------------	-------

Vegetables and fruits

vegetables and/or fruits	3/4 cup
- or full-strength vegetable or fruit juice	3/4 cup
- or an equivalent quantity of any combination of vegetables, fruits and juice	

(Juice cannot be served when milk is served at a snack.)

Bread and Bread Alternates

(whole grain or enriched):	
bread	1 slice
- or cornbread, biscuits, rolls, muffins, etc.	1 serving
- or cooked pasta or noodle products	1/2 cup
- or cooked cereal grains, such as rice, corn grits, or bulgar	1/2 cup
 (whole grain, enriched, or fortified):	
- cold dry cereal	3/4 cup or 1 ounce (whichever is less)
- or cooked cereal	1/2 cup
- or an equivalent quantity of any combination of bread or bread alternate	

Meal Pattern Requirements

Meat and Meat Alternates

lean meat or poultry or fish	1 ounce (edible portion as served)
- or cheese	1 ounce
- or eggs	1 egg
- or cooked dry beans or peas	1/4 cup
- or peanut butter	2 Tablespoons
- or an equivalent quantity of any combination of meat or meat alternate	

LUNCH or SUPPER

Milk

fluid milk	1 cup
------------	-------

Vegetables and Fruits

(Must include 2 or more items for a total of 3/4 cup):

vegetables and/or fruits	
- or full-strength vegetable or fruit juice	not to exceed 1/4 cup

Bread and Bread Alternates

(whole grain or enriched):

bread	1 slice
- or cornbread, biscuits, rolls, muffins, etc.	1 serving
- or cooked pasta or noodle products	1/2 cup
- or cooked cereal grains, such as rice, corn grits, or bulgar	1/2 cup
- or an equivalent quantity of any combination of bread or bread alternate	

Meat and Meat Alternate

lean meat or poultry or fish	2 ounces (edible portion as served)
- or cheese	2 ounces
- or eggs	1 egg
- or cooked dry beans or peas	1/2 cup
- or peanut butter	4 Tablespoons
- or an equivalent quantity of any combination of meat or meat alternate	

Sample Letter of Engagement

Sample Letter of Engagement

Dear Mr. _____:

This letter will confirm the verbal understanding as to our examination of your claims for Federal reimbursement for your summer 1980 operations under the Summer Food Service Program for Children. We realize that this understanding is contingent upon your approval as a sponsor in the program.

Our examination will be conducted in accordance with standards developed by the U.S. General Accounting Office for audits of governmental programs. In order to provide a sound basis for the expression of our opinion on the fairness of your claims for Federal reimbursement, the examination will include:

1. A study and evaluation of the system of internal control to include visits to a representative sample of sites selected on a random basis to determine compliance with program regulations.
2. Tests and procedures prescribed in the U.S. Department of Agriculture Audit Guide for sponsors of the Summer Food Service Program for Children. (Audit Guide 8270.6)
3. Preparation of an audit report suitable for submission with your final claim for Federal reimbursement.

We will prepare a management letter within the first 2 weeks of commencement of program operations to evaluate internal control procedures. Recommendations and operations observations concerning these controls will be stated at that time, and a copy of the letter will be submitted to you and your administering agency.

Our examination will evaluate the fairness of your claims for Federal reimbursement, but it is not designed to uncover fraud or misappropriation of funds, although if such irregularities do exist, the examination may disclose them.

Our fees for this examination will be contingent upon the actual hours spent by our staff members at the going rates for comparable services, as shown below.

Sample Letter of Engagement

	RANGE	
	FROM	TO
Junior Accountants	\$ _____	_____
Semi-senior Accountants	\$ _____	_____
Senior Accountants	\$ _____	_____
Managers	\$ _____	_____
Principles	\$ _____	_____
Junior Partners	\$ _____	_____
Senior Partners	\$ _____	_____

Reasonable expenses incurred by us in the performance of the audit including, but not limited to, travel, typing, postage, printing, etc., shall be billed to you.

In order for us to work as efficiently as possible, it is understood that your staff will maintain the basic accounting records, including site supervisory reports, summary of site reports, and documentation to support administrative expenses.

It is also understood that for a period of 3 years after the audit the work papers of our auditing firm will be made available for Quality Peer Reviews by the United States Department of Agriculture.

Our examination shall be completed and our report submitted to you by _____ 1980.

Sincerely,

Accepted by _____

Date _____

CPA Management Letter

(Must be submitted within 2 weeks after commencement of program)

CPA Management Letter

Anytown Summer Food Program
100 Main Street
Anytown, USA

Dear _____

A study and evaluation of your summer program's accounting system and internal controls have been made in accordance with generally accepted auditing standards.

In our opinion, the internal accounting and administrative control procedures are in general agreement with procedures prescribed in Federal Regulations and the requirements of section 9.1 of the U.S. Department of Agriculture's Audit Guide for the Summer Food Service Program for Children (March 1980), except as follows:

Sincerely,

Smith and Smith Co.

Accepted by _____

Date _____

Vended Programs— Monitor Site Review Form

Vended Programs— Monitor Site Review Form

Two copies of this form should be filled out. One should be left with the site supervisor and one turned in to the sponsor.

VENDED PROGRAMS

MONITOR SITE REVIEW FORM

Monitor's arrival time _____ Departure time _____

Sponsor _____ Name of site _____

Date of Review _____ Address _____

Phone _____

Site supervisor _____

Name and title of person
contacted at site _____

Regular site _____ Camp site _____

Approved ADP _____ Attendance on day of visit _____
(Average daily participation)

Number eligible for free and reduced-price meals
(camp only) _____

Type(s) of meal service reviewed _____

TYPE OF MEAL

DAY OF VISIT:	B	S(a.m.)	L	S(p.m.)	S
# meals delivered	_____	_____	_____	_____	_____
Time meals delivered	_____	_____	_____	_____	_____
Time meals served	_____	_____	_____	_____	_____
# meals served to children	_____	_____	_____	_____	_____
# meals served as seconds	_____	_____	_____	_____	_____
# meals served to program adults	_____	_____	_____	_____	_____
# meals served to nonprogram adults	_____	_____	_____	_____	_____

Vended Programs— Monitor Site Review Form

Vended Programs— Monitor Site Review Forms

MAJOR VIOLATIONS	ACTUAL COUNT	TYPE OF MEAL
1. Nonprogram adult meals claimed for reimbursement	_____	_____
2. Offsite consumption (children)	_____	_____
3. More than one meal per child	_____	_____
4. Meal pattern not met (specify)	_____	_____
5. Meals not served as a unit	_____	_____
6. Mealtimes not adhered to	_____	_____

CHECK AT RIGHT IF FOLLOWING APPLY
(Explain any checked items on the next page)

5. No records	_____	_____
6. Incomplete records	_____	_____
7. Poor sanitation	_____	_____
8. Other _____	_____	_____

Yes No

- | | | |
|----------|-------|---|
| 1. _____ | _____ | Does staffing pattern correspond to that listed on approved site sheet? |
| 2. _____ | _____ | Has site supervisor attended training session? |
| 3. _____ | _____ | Does site supervisor use site handbook? |
| 4. _____ | _____ | Does site have sufficient food service supervision? |
| 5. _____ | _____ | Are meals counted before delivery receipt is signed? |
| 6. _____ | _____ | Are meal counts taken of meals served? |

Vended Programs— Monitor Site Review Form

7. ____ ____ Do meals meet approved menu?
8. ____ ____ Do meals meet requirements?
9. ____ ____ Are meals checked for quality?
10. ____ ____ Is there proper sanitation/storage?
11. ____ ____ Is site following procedure established to make meal order adjustments?
12. ____ ____ Are meals served within the specified time frames?
13. ____ ____ Does site have a place to serve children meals in case of inclement weather?
14. ____ ____ Is meal served as a unit?
15. ____ ____ Is the meal delivery schedule adhered to?
16. ____ ____ Are there provisions for storing or returning excess meals?
17. ____ ____ Is there documentation of children eligible for free and reduced-price meals, if applicable?

EXPLAIN ANY "NO" ANSWERS BELOW:

Corrective action discussed with (Name and title): _____

Vended Programs— Monitor Site Review Form

Corrective action taken:

Site Supervisor' Comments:

Further action needed by: _____

I certify that the above information is correct.

Monitor signature

Site supervisor signature

Date

Date

Sponsor Meal Preparation— Monitor Site Review Forms

Sponsor Meal Preparation— Monitor's Review Form

Sponsor _____ Site _____

Site address _____

Date of review _____ Phone _____

Monitor's arrival time _____ Departure time _____

Site supervisor _____

Name and title of
person contacted at site _____

Regular site _____ Camp site _____

Approved average daily participation (ADP) _____

Attendance on day of visit _____

Type(s) of meal service reviewed _____

Day of visit	Breakfast	Snack	Lunch	Snack	Supper
# meals prepared	_____	_____	_____	_____	_____
Time which meals were served	_____	_____	_____	_____	_____
# meals served to children	_____	_____	_____	_____	_____
# meals served as seconds	_____	_____	_____	_____	_____
# meals served to program adults	_____	_____	_____	_____	_____

Sponsor Meal Preparation— Monitor Site Review Form

Food Used (Item)	Quantity used	Allowable servings per unit	Number of servings		
			total available	total needed	short or over

Other Foods

Yes No

- ___ ___ Are meals served as a unit?
- ___ ___ Did meal meet menu as planned?
- ___ ___ Were all requirements met?
- ___ ___ Are all children fed onsite?
- ___ ___ Are meals planned with one meal per child in mind?
- ___ ___ Are meal counts taken of meals served?
- ___ ___ Are meal production records kept?
- ___ ___ Is required health department certification available for inspection?
- ___ ___ Is an inventory record being kept?
- ___ ___ Are receiving reports and purchases invoices kept?
- ___ ___ Does staffing pattern correspond to that listed on approved site application sheet?
- ___ ___ Has site supervisor attended training session?
- ___ ___ Are program aids being used?
- ___ ___ Is there proper sanitation and storage?

Sponsor Meal Preparation — Monitor Site Review Form

___ ___ Are meals served within approved time frames?

___ ___ Are records of adult meals kept?

___ ___ Is there documentation of children eligible for
free and reduced-price meals if applicable?

Corrective action discussed with (name and title) _____

Corrective action taken:

Site Supervisor's Comments:

Further action needed by: _____

I certify that the above information is correct.

Monitor signature

Site supervisor signature

Date

Date

Checklist of Required Records

Checklist of Required Records

All of these records that apply to your meal service must be maintained in a safe place, preferably in the sponsor's office.

1. Records that document eligibility for the Summer Food Service Program:

- Approved Agreement
 - Application
 - Site Information Sheets for each site
 - Evidence to show eligibility for each site based on serving needy children, or in the case of camps, evidence to show that children are individually documented as being eligible for free or reduced-price school meals
 - Public release
 - Letter from IRS showing tax-exempt status
 - Certification by health authorities for sites
 - Pre-approval site forms
 - Management plan
 - Sponsor/site agreements
 - Certification of training
 - Letter of engagement of CPA firm or independent accountant, or State or local government accountant and management letter
2. Records that support the number of meals served to children:
 - Daily count of meals prepared or received
 - Daily count of meals served to children
 - Daily count of meals served to adults
 - Daily count of children in attendance at each site

Checklist of Required Records

3. Records that support food service costs:
- _____ Food inventories
- _____ Delivery receipts for vended meals
- _____ Payroll and time and attendance records for site personnel
4. Records that support administrative costs:
- _____ Payroll and time and attendance records for administrative personnel
- _____ Rental agreements for office equipment or space
- _____ Mileage records
5. Records to support income to the program:
- _____ Site records of cash collected
- _____ Receipts given for cash donations
- _____ Records of any other funds received for the food service program
- _____ Records of in-kind contributions
6. Other required records:
- _____ Agreement with schools to furnish meals
- _____ Contract with registered vendor
- _____ Bid procedures used
- _____ Records and inventories of USDA donated foods
- _____ Monitor's reports of site visits
- _____ Records of training conducted
- _____ Menu records
- _____ Quantity production records for each meal
- _____ Receipts, invoices, and bills for all rented or purchased items and services

Checklist of Required Records

- _____ Bank statements and deposit slips
- _____ Accounting ledgers
- _____ Sanitation and health reports
- _____ Audit reports
- _____ Certification and Independent Price
Determination

Onsite Inventory Form

Onsite Inventory Form

Name of site _____

Inventory period _____ Beginning Inventory \$ _____

Item	Purchase unit	Unit size	Unit cost	X	Quantity on hand	=	Total inventory value

Total ending inventory \$ _____

Worksheet for Administrative Costs

Worksheet for Administrative Costs

Name of sponsor _____

Date _____

Position	No. of people in that position	Salary	No. of hours spent on food service	Total
_____	X		X	=
_____	X		X	=
_____	X		X	=
_____	X		X	=
_____	X		X	=

1. Salary total _____

2. Transportation _____

3. Communications _____

4. Rental of office space _____

5. Office supplies _____

6. Utilities _____

7. Use allowance of furniture
and fixtures _____

8. Audit fees _____

9. Legal fees _____

10. Office building maintenance _____

11. Other (specify) _____

Total administrative costs (sum of items 1 through 11) _____

Administrative Mileage Record

Administrative Mileage Record

Name _____

Date	Odometer reading start	Odometer reading stop	Number of miles	Itinerary

Note: If monitors or supervisors want reimbursement for travel, they will need comprehensive mileage documentation in order to claim this expense as an administrative cost. The foregoing chart is a suggested, simplified format for this recordkeeping.

Daily Meal Service Report (Lunch Only)

- Daily Meal Service Report (Lunch Only)

Report period _____

Name _____ Telephone _____

Address _____

Contact person _____

Name _____ Telephone _____

Address _____

Site supervisor _____

S M T W Th F Sa

1. Number of children in attendance _____

2. Number of meals received _____

3. Number of meals served to children _____

4. Extras served as seconds* _____

5. Number of meals served to adults** _____

The monitor should notify the sponsor immediately if: there is a need to increase or decrease meals, the meals do not meet meal requirements, the meals are unsatisfactory, or the delivery is too late or too early. If you receive meals from another approved site, record the date, number of meals, name and location of other site.

* If you are ordering carefully, you should have very few extra meals.

**If allowed by sponsor.

Paying adults	Lunch cost	Total
_____ X	_____	=\$ _____

Supervisor's comments (account for all other meals) _____

Personnel Time Report (One Meal Only)

Personnel Time Report (One Meal Only)

Salaried Employees (salaries paid by sponsor)	Hours worked in food service							Total hours	Hourly x wage	Total wages =claimable
	Name	S	M	T	W	Th	F			
	_____							_____	_____	_____
	_____							_____	_____	_____
	_____							_____	_____	_____
	_____							_____	_____	_____

I UNDERSTAND THAT THIS INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF FEDERAL FUNDS AND THAT DELIBERATE MISREPRESENTATION MAY SUBJECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL CRIMINAL STATUTES.

Site supervisor's signature

Date

Daily Meal Service Report (More Than One Meal)

- Daily Meal Service Report (More than One Meal)

Report period _____

Sponsor

Name _____ Telephone _____

Address _____

Contact person _____

Name _____ Telephone _____

Address _____

Site supervisor _____

S M T W Th F Sa

Breakfast

1. Number of children in attendance _____
2. Number of meals received _____
3. Number of meals served to children _____
4. Extras served as seconds* _____
5. Number of meals served to adults** _____

A.M. Snack

1. Number of children in attendance _____
2. Number of meals received _____
3. Number of meals served to children _____
4. Extras served as seconds* _____
5. Number of meals served to adults** _____

Lunch

1. Number of children in attendance _____
2. Number of meals received _____
3. Number of meals served to children _____
4. Extras served as seconds* _____
5. Number of meals served to adults** _____

P.M. Snack

1. Number of children in attendance _____
2. Number of meals received _____
3. Number of meals served to children _____
4. Extras served as seconds* _____
5. Number of meals served to adults** _____

Supper

1. Number of children in attendance _____
2. Number of meals received _____
3. Number of meals served to children _____
4. Extras served as seconds* _____
5. Number of meals served to adults** _____

*If you are ordering carefully, you should have very few extra meals.

**Some sponsors may not allow serving meals to adults (19 years of age and over). You should have guidelines on this from your sponsor.

Personnel Time Report (More Than One Meal)

	Number of paying adults		Meal cost		Total
Cash Received	Breakfast _____	X	_____	= \$	_____
	A.M. Snack _____	X	_____	= \$	_____
	Lunch _____	X	_____	= \$	_____
	P.M. Snack _____	X	_____	= \$	_____
	Supper _____	X	_____	= \$	_____

Supervisor's comments (account for all other meals) _____

The monitor should notify the sponsor immediately if: There is a need to increase or decrease meals, the meals do not meet meal requirements, the meals are unsatisfactory, or the delivery is too late or too early. If you receive meals from another site or transfer some meals to another approved site, record the date, number of meals, name and location of other site.

Personnel Time Report (More Than One Report)

Salaried Employees (Salaries paid by sponsor)	Hours worked in food service							Total	Hourly	Total	
	Name	S	M	T	W	Th	F	Sa	hours	wage	claimable
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

I UNDERSTAND THAT THIS INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF FEDERAL FUNDS; AND THAT DELIBERATE MISREPRESENTATION MAY SUBJECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL CRIMINAL STATUTES.

Site supervisor's signature _____
 Date _____

Reimbursement Worksheet

Reimbursement Worksheet

	Number		Rates		
1. Operating Costs Determined by Rates of Reimbursement	a. Year-to-date* breakfasts	_____ X	_____	= \$	_____
	b. Year-to-date lunches	_____ X	_____	= \$	_____
	c. Year-to-date suppers	_____ X	_____	= \$	_____
	d. Year-to-date snacks	_____ X	_____	= \$	_____
	e. TOTAL (a+b+c+d)				
2. Operating Costs Determined by Actual Expenditures	a. Year-to-date food costs			\$	_____
	b. Year-to-date labor costs			\$	_____
	c. Year-to-date other costs			\$	_____
	d. TOTAL operating costs (a+b+c)			\$	_____
3. Maximum Allowable Operating Costs	Lesser of 1e and 2d			\$	_____
4. Administrative Costs Determined by Rates of Reimbursement	a. Year-to-date breakfasts	_____ X	_____	= \$	_____
	b. Year-to-date lunches	_____ X	_____	= \$	_____
	c. Year-to-date supper	_____ X	_____	= \$	_____
	d. Year-to-date snacks	_____ X	_____	= \$	_____
	e. TOTAL (a+b+c+d)				
5. Administrative Costs Determined by Actual Expenditures	a. Year-to-date actual administrative costs			\$	_____
6. Administrative Costs Determined by Budget	a. Administrative budget approved by state administering agency, including any amendments			\$	_____
7. Maximum Allowable Administrative Costs	Lesser of 4e and 5a and 6a			\$	_____
8. Maximum Allowable TOTAL Food Service Costs	Line 3 + Line 7			\$	_____

Reimbursement Worksheet

9. Total Allowable Food Service Expenditures	a. Total operating costs (line 2d)	\$ _____
	b. Total administrative costs (line 5a)	\$ _____
	c. Total program expenditures (a+b)	\$ _____
	d. Income accruing to food program (Year-to-date)	\$ _____
	e. Allowable food service expenditures (c-d)	\$ _____
10. Potential Year-to-date Reimbursement	Lesser of line 8 and line 9e	\$ _____
11. Previous Year-to-date Payments	a. All year-to-date advance payments	\$ _____
	b. All startup payments	\$ _____
	c. All previous reimbursements	\$ _____
	d. TOTAL previous year-to-date payments	\$ _____
12. Actual Amount of Check to Expect for the Month	a. Line 10	\$ _____
	b. Line 11d	\$ _____
	c. Amount of check to expect for the month (a-b)	\$ _____

* Year-to-date: The number of meals or amount of costs calculated from the start of the program to the last day of the month for which computation is being done.

Glossary

Glossary

Administering Agency	The State Agency or the USDA Food and Nutrition Service Regional Office that directly administers the Summer Food Service Program to sponsors. This is the agency that approves applications and ensures that sponsors meet legislative requirements.
Camp	<ol style="list-style-type: none"> 1) A residential summer program that offers a regularly scheduled food service as part of an organized activity for enrolled children, or 2) A nonresidential program that offers a regularly scheduled cultural or recreational activity for enrolled children and that serves 4 meals a day or just breakfast, lunch, and supper.
Child	People age 18 or under and people over 18 who must be determined by a State or local educational agency as being mentally or physically handicapped and who must participate in a school program for such handicapped persons.
Component	Each required item of a meal, such as milk, meat or meat alternate, two or more fruits or vegetables, and bread or bread equivalent.
Food Service Management Company	A company which contracts with a sponsor to prepare and/or deliver meals for the summer program.
Meal	A breakfast, lunch, supper, or snack which meets USDA nutritional standards and which is served to children at a food service site.
Meal Type	Any one of the four kinds of meals eligible for USDA reimbursement.
Needy Children	Children from families whose income is below the USDA income poverty guidelines. (The National School Lunch Program, the School Breakfast Program, and Child Care Food Program use the same guidelines. Children eligible for free or reduced-price meals in those programs are considered needy.)
Operating Program Costs	The cost of operating a food service including food costs, labor costs, cost of nonfood supplies, and rental and use allowances for equipment and space.

Glossary

Program Adult	Adult staff who prepare or serve meals or supervise children at mealtime. This does not include adults whose jobs are on the administrative staff, such as monitors.
Self-preparation Sponsor	Those sponsors that prepare meals using their own personnel either at the site or at a central kitchen facility, from which the meals are transported to the sites also by sponsor personnel.
Unit	Serving all components of a meal together at the same time. For example, the milk and fruit components of a lunch cannot be served as a snack later in the day.
Unitized Meal	Meals delivered by a vendor with all components of each meal in one package (with the exception of milk). The administering agency may approve exceptions to unitizing certain other components of a meal such as fruit juice.

