

# Field Trips

In regards to field trips, the *Summer Food Service Program Administrative Guidance Book*, states the following:

## Field Trips in SFSP

- Formal approval for a sponsor to plan and implement a field trip is a State agency requirement. If the sponsor or site is planning a field trip that affects the time or location of the meal service, the sponsor **must notify** the State agency and the vendor, in advance and in writing, if applicable. Along with written notice of the field trip, it may be helpful to the State agency for sponsors to provide a calendar with their application (if known in advance) of scheduled field trips.
- Sponsors **must notify** the State agency of any changes (additions and/or cancellations) to scheduled field trips.
- If the State agency is not notified prior to the field trip, meals served may be considered “consumed off-site” and not be reimbursed.
- Sponsors must carefully ensure the safety and quality of the meals by using adequate storage equipment to transport them.

The Illinois State Board of Education’s (ISBE) procedures for field trips in the Summer Food Service Program are described below:

- Notice of a field trip or field trip change must be entered into the online system (through *Participation Detail*) at least 48 hours in advance unless an **exception** occurs.
- An **exception** is defined as: “An unexpected/emergency field trip whereas the sponsor does not have 48 hours in advance to enter the field trip into the online system.”
- A sponsor **MUST NOTIFY AMY BIANCO OR MEGAN KUCHAR as soon as they become aware of the unexpected/emergency field trip!**
- This notification **MUST** be made **PRIOR** to the time of departure on the field trip and notification can be made via telephone (800/545-7892), fax (217/524-6124), or email ([abianco@isbe.net](mailto:abianco@isbe.net) or [mkuchar@isbe.net](mailto:mkuchar@isbe.net)).
- The sponsor **must have a return reply** from Amy Bianco or Megan Kuchar granting permission in order for the field trip to be identified as an exception and meals claimed.
- Each sponsor must also maintain a copy of this unexpected/emergency notification to **and** from ISBE.
- Each exception will be handled on an individual basis and permission either granted or denied by ISBE. Unexpected/emergency field trips should be the **EXCEPTION** to the normal routine.
- Exploitation of this policy jeopardizes exceptions being granted.

**SPONSORS**—please ensure your site supervisors are entering the field trips into the online system at least 48 hours in advance or your reimbursement may be effected.

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