

Field Trips

The Summer Food Service Program (SFSP) 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.

Procedures for field trips in the Summer Food Service Program are specified by the Illinois State Board of Education (ISBE):

- Notice of a field trip or field trip change must be entered into the online system (through each site application) 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 summer staff as soon as it becomes aware of the unexpected/emergency field trip!**
- This notification **MUST** be made **PRIOR** to the time of departure on the field trip. Notification can be made by calling 800-545-7892 emailing summermeals@isbe.net.
- The sponsor **must have a return reply** granting permission 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 will jeopardize granting of exceptions.

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 affected.