

Summer Food Service Program

Training Question and Answers



- 1) If my site does NOT meet *area* eligibility, can I still operate a SFSP site?
- Yes
- No

Answer YES:

If a site does NOT meet *area* eligibility the sponsor may use income applications to meet the site's eligibility. Applications for each enrolled child must be completed; if 50% or more of those collected applications are from households which meet the income eligibility guidelines for free or reduced benefits, the site meets eligibility requirements and can claim all of the meals served. This would have to be a closed enrolled site; NOT an OPEN site. Also, if there were not 50% or more of the applications that met the income eligibility, the site *may* still participate IF the site meets the definition of a camp and then only those who meet the income eligibility can be claimed for reimbursement. Contact the State Agency, Illinois State Board of Education (ISBE), for more details.

- 2) If I operate a closed enrolled site, can I serve any child that comes into the site?
- Yes
- No

Answer NO:

A closed enrolled site may only serve children that have been enrolled in the program at that site. The site cannot open the doors to the community.

- 3) If I operate a closed enrolled site (site does NOT meet area eligibility) and have 60 children enrolled, how many parent income applications that meet income eligibility will need to be *maintained* to claim ALL of the meals served?
- 15
- 25
- 30
- 60

Answer 30:

Closed enrolled sites must maintain a 50% eligibility rate therefore 50% of 60 = 30.

- 4) Using question #3, how many parent income applications that meet income eligibility will be needed to be maintained to claim ALL of the meals served if in July my enrollment increases to 70?
- 25
- 26
- 35
- 41

Answer 35:

Again, closed enrolled sites must maintain a 50% eligibility rate therefore 50% of 70 = 35. A monthly calculation should be made throughout the program.

5) The school conducts an educational summer school program; if the school only wants to feed those kids that are enrolled in their summer school program, can they be in the summer food service program?

- Yes
- No

Answer NO:

This now depends on where the educational summer school program is being held. If the program is held in a school that has a 50% or greater free and reduced eligibility percentage, then the school **MUST** come into either SFSP or SSO and not only feed their children a breakfast and/or a lunch, but they must also open the doors to the community. (PA096-0734 – Summer mandate) If the program is being held in a school where the eligibility percentage is less than 50%, then the school operating an educational summer school program would stay in NSLP and continue their free, paid, and reduced. If they wanted to come into SFSP or SSO and their eligibility percentage is less than 50%, the school would have to open their door to the community.

6) I am a public entity sponsor (library, housing authority, park district); can I participate in the Seamless Summer Option (SSO)?

- Yes
- No

Answer NO:

Public entity sponsors **may not** participate at the sponsor level in the Seamless Summer Option. However, a public entity **may** operate at the site level in the Seamless Summer Option under the sponsorship of an approved Seamless Summer Sponsor. Schools are the only entity that can be a sponsor in SSO.

7) The sponsor serves 875 first meals in June and 310 second meals in June; how many second meals will the sponsor get reimbursed for?

- 6
- 23
- 17

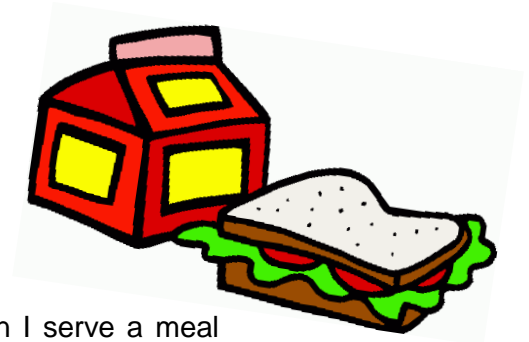
Answer 6:

Sponsors are reimbursed for up to **2%** of the first meals served. ($875 \times .02 = 17$)

8) Can adult meals ever be claimed for *reimbursement*?

- Yes
- No

Answer NO, NO, NO, NO!



9) The site's approved meal time for lunch is noon – 2:00p.m.; can I serve a meal before noon?

- Yes
- No

Answer NO:

Not if you want to get reimbursed for it. If you serve a meal before your approved start time, you CANNOT claim the meal for reimbursement. A sponsor can revise the meal times on each site application by submitting the new times in IWAS under participation detail.

10) If our children go on a field trip, can we still claim meals?

- Yes
- No

Answer YES:

IF a reimbursable meal is served to the children while on the field trip, note field trips must be entered into the site application 48 hours prior to the of the field trip. All regulations must still be met on the field trip!

11) If the breakfast serving time is approved for 9:00a.m. – 10:00a.m.; when is the earliest that lunch can be served?

- 11:00a.m.
- 12:00p.m.
- 1:00p.m.

Answer 11:00:

An hour must elapse after the end of one meal service and the beginning of another meal service. A waiver may be requested.

12) If the sponsor only runs one site and the sponsor attends the state's training, does the sponsor still have to conduct its own training?

- Yes
- No

Answer YES:

The sponsor is responsible for training all of his operating and administrative staff. This must be documented and additional training may be necessary throughout the program. Remember to document any and all trainings.

13) The sponsor has 100 meals delivered for lunch, they serve 70 first meals & 15 seconds, what should be done with the remaining 15 meals?

- Claim them as first meals served
- Claim them as second meals
- Throw them away
- Check with the local health department

Answer Check with local health department:

Do **not** claim them as first or second meals. A sponsor may throw leftovers away, but everyone hates to see waste. If health and food service codes permit, you could take leftovers to a breadline or food pantry. Occasional leftovers are expected. However, this should not be a **regular** occurrence. The site should not have many leftovers. A sponsor should be preparing on the basis of participation trends, with the intention of serving one meal per child per day. If you allow the children to take leftovers home, you open your agency up to a liability issue.

14) Children put items from lunch that they do not want on the share table, can the sponsor take these items and include them in a reimbursable lunch for the next day?

Yes

No

Answer NO

15) Only camps can serve three meals?

True

False

Answer FALSE:

A migrant site may also serve up to three meals a day. However, they may only claim the meals of the children that actually MEET the income eligibility.

16) If the sponsor receives donated food, does the sponsor include the cost of these foods in the actual costs of the program?

Yes

No

Answer NO:

A sponsor should have no more than 10 – 20% of donated food. A donation form must be completed for each donation.



17) A new sponsor (not a school) *must* conduct at least how many monitoring visits/reviews per site during the *first year* of operation?

1

2

3

4

Answer 3:

New sponsors are responsible for conducting 3 reviews:

Pre-operational site visit

First week site visit

Fourth week site review

18) A monitoring *visit* means that the monitor must stay during the complete meal service?

Yes

No

Answer NO:

However, we highly encourage the sponsor to stay for the entire meal service. It is during a *review* the sponsor must stay for the complete meal service.

19) Can items from the fruit/vegetable component of the meal pattern be taken off-site?

- Yes
- No

Answer NO:

No items can be taken off-site or the meal will not be reimbursable.

20) The sponsor is approved to serve 100 children (HDP=100) at the meal service; if an unexpected number of children come in to eat one day, can the sponsor claim 105 meals that day?

- Yes
- No

Answer NO:

The sponsor may not claim meals that exceed the site's HDP. If this scenario should occur, the sponsor should update the site application and increase the HDP to a number that allows a slight margin for any other unexpected increases during the program. A sponsor should not be preparing more meals than its approved level (HDP). The purpose of the program is to serve one meal per child.

21) The sponsor is approved for the program to start on June 15th, can the sponsor claim meals that were served on June 10th?

- Yes
- No

Answer NO:

Sponsors will not be reimbursed for meals served prior to their approved date on the site application.

22) Can new sites be submitted after August 1st?

- Yes
- No

Answer YES:

Sites can be submitted during the summer months when the school in your area is not in session. However, sites must close once the school in the area goes back into session.

23) Should the person taking the meal counts be at the beginning of the serving line?

- Yes
- No

Answer NO:

Site staff should be trained to take meal counts at the end of a serving line so they may ensure the child has taken all the components of a reimbursable meal.

24) The sponsor had to buy additional pans for the summer food program; are these costs allowable?

- Yes
- No

Answer YES:

This would go under operating costs and the total amount may be allowable under the program.

25) The sponsor had to buy a new refrigerator for the summer food program; is this cost an allowable cost?

Yes

No

Answer YES:

The cost of a new refrigerator may be allowable if the only purpose of the equipment is for the Summer Food Service Program. If the equipment can be used with other individuals or programs operating at the same location than only a percentage of the cost is allowable. The percentage will be based on the number of days you are operating a SFSP program.

26) If a sponsor operates less than 10 days in a month, the sponsor can combine these days with another month's claim?

Yes

No

Answer NO:

A claim must be made for each month of operation; no months of operation may be combined.



27) Does a sponsor have to include activities in the Summer Food Service Program?

Yes

No

Answer NO:

The site can be a feeding site ONLY. However, a site with activities will usually draw more children.

28) If the sponsor decides to close a site earlier than what is shown on the site application, does the sponsor have to go into IWAS and change the date on the site application?

Yes

No

Answer YES:

The system needs to be up to date at all times

29) Do I have to let an ISBE monitor into my site to conduct a review?

Yes

No

Answer YES:

The sponsor should also be present or available for questions during an administrative review.

30) Does the sponsor have to keep receipts for food costs?

Yes

No

Answer YES:

Receipts AND documentation for ALL allowable costs of the program. These receipts and documentation should be available at ALL times to any state or federal personnel.

31) Once a sponsor reviews a site during the first four weeks of operation, the sponsor does NOT have to review this site again during the summer?

True

False

Answer PROBABLY FALSE:

It depends on a couple of factors. How long is the site operating and were there problems during the four week review? If the site is operating for an additional three to four weeks, the sponsor should complete another site review. If there were problems at the site during the four week review, then the sponsor's staff should definitely conduct another review to see if corrective action has been implemented. The regulations state that a *reasonable* amount of monitoring should be conducted after the four week review.

32) The required *breakfast* meal pattern contains milk, juice or fruit or vegetable, grain or bread and a meat or meat alternate?

True

False

Answer FALSE:

The required *breakfast* meal pattern contains milk, juice or fruit or vegetable, and one serving of grain or bread. Meat or meat alternate is optional in the SFSP required meal pattern.

33) Potato chips can be counted as a serving of grain or bread in a reimbursable lunch?

Yes

No

Answer NO:

In order to be creditable, the first ingredient listed **MUST** be **corn!** Some examples are Fritos, Sun Chips, Doritos.

34) If a child receives a second entrée only, the sponsor can claim this as a second meal?

Yes

No

Answer NO:

A reimbursable meal must contain all required components.

35) The sponsor *prepares their own meals*; should the sponsor maintain production records?

Yes

No

Answer YES:

A production record must be completed for each meal service.

36) A state monitor comes to review my site and they see that there were 21 first meals and 5 second meals served. The site's staff that takes the meal count comes up with 23 first meals and 4 second meals served. What should you submit on your monthly claim?

- 23 first meals and 4 seconds
- 21 first meals and 5 seconds
- 22 first meals and 5 seconds

Answer 21 first meals and 5 seconds:

The site can only claim the number of meals the state monitor observed and recorded.

37) What are some of the reasons that a sponsor becomes *seriously deficient*?

- Noncompliance with the bid procedures and contract requirements
- Submission of false information to the State agency
- Failure to return any advance payments which exceeded the amount earned
- Significant program violations
- No documentation to support program costs
- All of the above
- None of the above

Answer All of the above:

See 7CFR 225.11 (c)

38) Can daily meal count sheets be photocopied?

- Yes
- No

Answer NO:

The only information that can be photocopied would be the site name, site number, site address, and the site telephone. The form should be completed on a daily basis and signed off by the site supervisor. Originals should be sent to the sponsor on a weekly basis. If the sponsor contracts his meals, the delivery ticket should be stapled to this document.

39) As a sponsor, when I receive the report from the state agency (ISBE) as a result of a site review or an administrative review, do I need to do anything?

- Yes
- No

Answer YES:

It is the responsibility of the sponsor to respond to ISBE, the state agency, regarding the site review or administrative review *by the date indicated on the review*. If not, they will be terminated from the program and declared serious deficient and will NOT be able to participate in ANY child nutrition program until the problem is resolved and any monies repaid, if applicable.

40) Are substitutions allowable on the menu(s)?

Yes

No

Answer YES:

Substitutions are allowable on a menu so long as the meal still contains all components required for a reimbursable meal. A food vendor cannot make substitutions unless the sponsor is notified and the substitution is agreed upon by the sponsor.

41) Can a sponsor utilize Offer vs Serve for lunch?

Yes

No

Answer YES:

All sponsors may now participate in *offer vs serve* for breakfast and for lunch, but not for snack. An e-training is posted on the SFSP website under Menu Planning.

