

Meal Site Management

OVERVIEW

Summer Food Service Program (SFSP) meal sites are classified into three common categories, *open*, *closed enrolled*, and *camp (residential and nonresidential)*. Regardless of the type of site, sponsors of the Program must serve complete and unitized meals, on a first-come, first-served basis to eligible children, without regard to race, color, national origin, sex, age or disability. That is, children must receive correct portion sizes of all the required food components at once and must have equal access to facilities during the course of the food service. All SFSP meals must be eaten at the site.

Eligible SFSP participants include children 1-18 years of age, who are present at the site and in the serving line. A person 19 years of age or older may be eligible for the Program if the person has a mental or physical disability and attends an accredited school for the mentally or physically disabled.

OPEN SITES constitute the majority of sites in the SFSP and are only located in areas eligible for the Program. Open meal sites are qualified for SFSP participation using area school data for free and reduced price school meals, census data or other appropriate data. Once the site qualifies the sponsor receives reimbursement for meals served to participating children. Restricted Open and Migrant sites are variations of open meal sites. Contact the State agency for more information on these two types of sites. Open meal sites may provide any combination of two different meal services per day with the exception of serving lunch and supper at the same meal site.

CLOSED ENROLLED SITES (CE) Sponsors of CE sites only serve pre-identified groups of children that have been enrolled or identified as participants of the Sponsor's organized activity or program. However, sponsors of CE sites must first document that at least half of the participants enrolled at the site meet the eligibility requirements of the SFSP. Income and family size data for the site's enrollees or a list of enrollee names and their corresponding eligibility status for school meals may be used to qualify the CE for the SFSP. Non-residential Upward Bound Program locations automatically qualify as a CE site in the SFSP. Sponsors of CE sites are reimbursed for all eligible meals served to all children 1-18 years of age. A school's free and reduced price school meal data, if 50% or more, can also be used to qualify a CE site (area eligibility). A CE site that is qualified using area eligibility can only be established if the children that are enrolled at the site actually attend the school that is qualifying the area that the CE site is located in. Unlike Open sites, CE sites may be established in areas that are not otherwise eligible for the SFSP. Like Open sites, CE sites can provide any combination of two different meal services per day with the exception of serving lunch and supper at the same site.

CAMP SITES may qualify using different criteria than for open or closed enrolled sites. Income and family size data is collected for all campers. Sponsors of the Program only receive reimbursement for the meals served to the campers that meet the eligibility requirements of the SFSP. Camp sites may serve any combination of three meal services per day at the site.

IN THIS SECTION YOU WILL FIND:

- Handout – Site Supervisor Checklist
- Daily Meal Count Form – NMSFSP Form #6.4
- Daily Meal Count Form for CAMP SITES ONLY – NMSFSP Form #3.1
- Meal site posters – Sample “And Justice For All”, Meal Site Rules & Meals Sold Notice
- Complaint Documentation Report and Procedures – NMSFSP Form #6.2
- Foodborne Illness Report – NMSFSP Form #6.3
- Receipt of Meals Delivered to the Site (Vended sponsors only) – NMSFSP Form #6.6
- Receipt of Meals Accepted at the Cafeteria/Kitchen (Vended Sponsors only) – NMSFSP Form #7.6
- Cash Report for Meals Sold – NMSFSP Form #6.1
- Meal Evaluation – optional
- Handout - USDA 6-12 Year Old Meal Pattern Requirements

SPONSORS SHOULD PLACE INTO THIS SECTION:

- Completed complaint documentation forms
- Completed cash report for meals sold
- Completed meal evaluations
- Completed foodborne illness reports