



Appendix 1: Summer Food Service Program Definitions and Basics

2024

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Introduction

In this appendix you will find definitions of program terms used in this guide, along with other helpful information to support the units.

Definitions of Program Terms

7 CFR 225.2

2 CFR part 200 means the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards published by OMB. The part reference covers applicable: Acronyms and Definitions (subpart A), General Provisions (subpart B), Post Federal Award Requirements (subpart D), Cost Principles (subpart E), and Audit Requirements (subpart F). (NOTE: Pre-Federal Award Requirements and Contents of Federal Awards (subpart C) does not apply to the National School Lunch Program).

Administrative costs means costs incurred by a sponsor related to planning, organizing, and managing a food service under the Program, and excluding interest costs and operating costs.

Adult means, for the purposes of the collection of the last four digits of social security numbers as a condition of eligibility for Program meals, any individual 21 years of age or older.

Advance payments means financial assistance made available to a sponsor for its operating costs and/or administrative costs prior to the end of the month in which such costs will be incurred.

Areas in which poor economic conditions exist means:

- (1) The attendance area of a school in which at least 50 percent of the enrolled children have been determined eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program;
- (2) A geographic area where, based on the most recent census data available or information provided from a department of welfare or zoning commission, at least 50 percent of the children residing in that area are eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program;
- (3) A geographic area where a site demonstrates, based on other approved sources, that at least 50 percent of the children enrolled at the site are eligible for free or reduced price meals under the National School Lunch Program and the School Breakfast Program;

- (4) A closed enrolled site in which at least 50 percent of the enrolled children at the site are eligible for free or reduced price school meals under the National School Lunch Program and School Breakfast Program, as determined by approval of applications in accordance with 225.15(f).

Camps means residential summer camps and nonresidential day camps which offer a regularly scheduled food service as part of an organized program for enrolled children. Nonresidential camp sites must offer a continuous schedule of organized cultural or recreational programs for enrolled children between meal services.

Children means

- (1) Persons 18 years of age and under; and
- (2) Persons over 18 years of age who are determined by a State educational agency or a local public educational agency of a State to be mentally or physically disabled and who participate in a public or non-profit private school program established for the mentally or physically disabled.

Closed enrolled site means a site which is open only to enrolled children, as opposed to the community at large, and in which at least 50 percent of the enrolled children at the site are eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program, as determined by approval of applications in accordance with 7 CFR 225.15(f), or on the basis of documentation that the site meets paragraph (1), (2), or (3) of the definition of “Areas in which poor economic conditions exist”.

Conditional non-congregate site means a site which qualifies for Program participation because it conducts a non-congregate meal service for eligible children in an area that does not meet the definition of “areas in which poor economic conditions exist” and is not a “Camp”.

Congregate meal service means a food service at which meals that are provided to children are consumed on site in a supervised setting.

Continuous school calendar means a situation in which all or part of the student body of a school is (a) on a vacation for periods of 15 continuous school days or more during the period October through April and (b) in attendance at regularly scheduled classes during most of the period May through September.

Current income means income, as defined in 225.15 (f)(4)(vi), received during the month prior to application for free meals. If such income does not accurately reflect the household's annual income, income must be based on the projected annual household income. If the prior year's income provides an accurate reflection of the household's current annual income, the prior year may be used as a base for the projected annual income.

Disclosure means individual children's program eligibility information obtained through the free and reduced price meal eligibility process that is revealed or used for a purpose other than for the purpose for which the information was obtained. The term refers to access, release, or transfer of personal data about children by means of print, tape, microfilm, microfiche, electronic communication or any other means.

Documentation means the completion of the following information on a free or reduced price meal application:

- Names of all household members;
 - Income received by each household member, identified by source of income (such as earnings, wages, welfare, pensions, support payments, unemployment compensation, social security, and other cash income);
 - The signature of an adult household member; and
 - The last four digits of the social security number of the adult household member who signs the application, or an indication that the household member does not possess a social security number;
- or

For a child who is a member of a household receiving SNAP, FDPIR, or TANF benefits, "documentation" means completion of only the following information on a free meal application:

- The child's name(s) and appropriate SNAP, FDPIR, or TANF case number; and
- The signature of an adult member of the household.

Excess funds means the difference between any advance funding and reimbursement funding, when advance funds received by a sponsor are greater than the reimbursement amount earned by a sponsor.

Experienced site means a site which, as determined by the State agency, has successfully participated in the Program in the prior year.

Experienced sponsor means a sponsor which, as determined by the State agency, has successfully participated in the Program in the prior year.

FDPIR household means any individual or group of individuals which is currently certified to receive assistance as a household under the Food Distribution Program on Indian Reservations.

Fiscal Year means the period beginning October 1 of any calendar year and ending September 30 of the following calendar year.

Food Service Management Company means any commercial enterprise or non-profit organization with which a sponsor may contract for preparing unitized meals, with or without milk, for the use in the Program, or for managing a sponsor's food service operations in accordance with the limitations set forth in 7 CFR 225.15. Food service management companies/commercial meal vendor may be:

- public agencies or entities;
- private, non-profit organizations; or
- private, for-profit companies.

Foster child means a child who is formally placed by a court or a State child welfare agency, as defined in 7 CFR 245.2.

Good standing means the status of a sponsor that meets its Program responsibilities, is current with its financial obligations, and, if applicable, has fully implemented all corrective actions within the required period of time.

Household means "family," meaning a group of related or nonrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit.

Income accruing to the program means all funds used by a sponsor in its meal service Program, including but not limited to all monies, other than Program payments, received from Federal, State and local governments, from food sales to adults, and from any other source including cash donations or grants. Income accruing to the Program will be deducted from combined operating and administrative costs.

Income standards means the family-size and income standards prescribed annually by USDA for determining eligibility for reduced price meals under the National School Lunch Program and the School

Breakfast Program. See *Income Eligibility Guidelines*, <https://www.fns.usda.gov/school-meals/income-eligibility-guidelines> for the most current guidelines.

Meals means food which is served to children at a food service site and which meets the nutritional requirements in 7 CFR 225.

Milk means whole milk, low fat milk, skim milk, and buttermilk. All milk must be fluid and pasteurized and must meet State and local standards for the appropriate type of milk. Milk served may be flavored or unflavored. In Alaska, Hawaii, American Samoa, Guam, Puerto Rico, the Trust Territory of the Pacific Islands, the Northern Mariana Islands, and the Virgin Islands of the United States, if a sufficient supply of such types of fluid milk cannot be obtained, reconstituted or recombined milk may be used. All milk should contain Vitamins A and D at the levels specified by the Food and Drug Administration and at levels consistent with State and local standards for such milk.

Net cash resources means all monies, as determined in accordance with the State agency's established accounting system that are available to or have accrued to a sponsor's non-profit food service at any given time, less cash payable. Such monies may include, but are not limited to, cash on hand, cash receivable, earnings on investments, cash on deposit and the value of stocks, bonds, or other negotiable securities.

New site means a site which did not participate in the Program in the prior year, an experienced site that is proposing to operate a non-congregate meal service for the first time, or, as determined by the State agency, a site which has experienced significant staff turnover from the prior year.

New sponsor means a sponsor that did not participate in the Program in the prior year or, as determined by the State agency, a sponsor that has experienced significant staff turnover from the prior year.

Non-congregate meal service means a meal service at which meals are provided for children to consume all of the components off-site. Non-congregate meal service must only be operated at sites designated as "rural" with "no congregate meal service," as determined in 7 CFR 225.6(h)(3) and (4).

Non-profit food service means all food service operations conducted by the sponsor principally for the benefit of children, all of the revenue from which is used solely for the operation or improvement of such food services.

Non-profit food service account means the restricted account in which all of the revenue from all meal service operations conducted by the sponsor principally for the benefit of children is retained and used only for the operation or improvement of the non-profit food service. This account must include, as appropriate, non-Federal funds used to support program operations, and proceeds from non-Program foods.

NYSP site means a site at which all of the children receiving Program meals are enrolled in NYSP and qualifies for Program participation on the basis of documentation that the site meets the definition of “Areas in which poor economic conditions exist”.

Open site means a site at which meals are made available to all children in the area and which is located in an area in which at least 50 percent of the children are from households that would be eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program, as determined in accordance with paragraphs (1), (2), or (3) of the definition of “Areas in which poor economic conditions exist.”

Operating costs means the cost of operating a food service under the Program, including the:

- Cost of obtaining food;
- Labor directly involved in the preparation and service of food;
- Cost of nonfood supplies;
- Rental and use allowances for equipment and space; and
- Cost of transporting children in rural areas to meal sites in rural areas.

Excluding:

- The cost of the purchase of land, acquisition or construction of buildings;
- Alteration of existing buildings;
- Interest costs;
- The value of in-kind donations; and
- Administrative costs.

Private non-profit organization means an organization, other than a private non-profit residential camp, school food authority, or college or university participating in the NYSP that:

- Exercises full control and authority over the operation of the Program at all sites under the sponsorship of the organization;
- Provides ongoing year-round activities for children or families;
- Demonstrates that the organization has adequate management and the fiscal capacity to operate the Program;
- Is an organization described in section 501(c) of the Internal Revenue Code of 1986 and exempt from taxation under 501(a) of that Code; and
- Meets applicable State and local health, safety, and sanitation standards.

Program means the Summer Food Service Program for Children authorized by Section 13 of the Richard B. Russell National School Lunch Act., 42 U.S.C. 1761.

Program funds means Federal financial assistance made available to State agencies for the purpose of making Program payments.

Program payments means financial assistance in the form of start-up payments, advance payments, or reimbursement paid to sponsors for operating and administrative costs.

Restricted open site means a site which is initially open to broad community participation, but at which the sponsor restricts or limits attendance for reasons of security, safety or control. Site eligibility for a restricted open site must be documented in accordance with paragraphs (1), (2), or (3) of the definition of “Areas in which poor economic conditions exist.”

Rural means:

- (1) Any area in a county which is not a part of a Metropolitan Statistical Area based on the Office of Management and Budget’s Delineations of Metropolitan Statistical Areas;
- (2) Any area in a county classified as a non-metropolitan area based on USDA Economic Research Service’s Rural-Urban Continuum Codes and Urban Influence Codes;
- (3) Any census tract classified as a non-metropolitan area based on USDA Economic Research Service’s Rural-Urban Commuting Area codes;
- (4) Any area of a Metropolitan Statistical Area which is not part of a Census Bureau-defined urban area;
- (5) Any area of a State which is not part of an urban area as determined by the Secretary;

- (6) Any subsequent substitution or update of the aforementioned classification schemes that Federal governing bodies create; or
- (7) Any “pocket” within a Metropolitan Statistical Area which, at the option of the State agency and with FNSRO approval, is determined to be rural in character based on other data sources.

School food authority means the governing body which is responsible for the administration of one or more schools and which has the legal authority to operate a lunch program in those schools. In addition, for the purpose of determining the applicability of food service management company registration and bid procedure requirements, “school food authority” also means any college or university which participates in the Program.

Self-preparation site, or self-prep site, means a site that prepares the majority of meals that will be served at its site or receives meals that are prepared at its sponsor's central kitchen. The site does not contract with a food service management company for unitized meals, with or without milk, or for management services.

Self-preparation sponsor, or self-prep sponsor, means a sponsor which prepares the meals that will be served at its site(s) and does not contract with a food service management company for unitized meals, with or without milk, or for management services.

Session means a specified period of time during which an enrolled group of children attend camp.

Site means the place where a child receives a Program meal. A site may be the indoor or outdoor location where congregate meals are served, a stop on a delivery route of a mobile congregate meal service, or the distribution location or route for a non-congregate meal service. However, a child’s residence is not considered a non-congregate meal site for Program monitoring purposes.

Site supervisor means the individual who has been trained by the sponsor, and is responsible for all administrative and management activities at the site, including, but not limited to: maintaining documentation of meal deliveries, ensuring that all meals served are safe, and maintaining accurate point of service meal counts. Except for non-congregate meal service sites using delivery services, the site supervisor is on site for the duration of the food service.

SNAP household means any individual or group of individuals which is currently certified to receive assistance as a household from, the Supplemental Nutrition Assistance Program, as defined in 7 CFR 245.2.

Special account means an account that a State agency may require a vended sponsor to establish with the State agency or with a federally insured bank. Operating costs payable to the sponsor by the State agency are deposited in the account and disbursement of monies from the account must be authorized by both the sponsor and the food service management company.

Sponsor means a public or private non-profit school food authority, a public or private non-profit residential summer camp, a unit of local, municipal, county or State government, or a private non-profit organization which develops a special summer or other school vacation program providing meal services similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program. Sponsors are referred to as “service institutions” in the Richard B. Russell National School Lunch Act.

Start-up payments means financial assistance made available to a sponsor for administrative costs to enable the sponsor to effectively plan a summer food service, and to establish effective management procedures for a summer meal service. These payments are deducted from subsequent administrative cost payments.

State means any of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands of the United States, Guam, American Samoa, the Trust Territory of the Pacific Islands, and the Northern Mariana Islands.

State agency means the State educational agency or an alternate agency that has been designated by the Governor or other appropriate executive or legislative authority of the State and which has been approved by the USDA to administer the Program within the State, or, in States where FNS administers the Program, FNSRO.

TANF means the State funded program under part A of title IV of the Social Security Act that is commonly referred to as Temporary Assistance for Needy Families, although States may refer to the program by another name.

Termination for convenience means:

- Termination of a State agency's participation in the Program in whole, or in part, when FNS and the State agency agree that the continuation of the Program would not produce beneficial results commensurate with the further expenditure of funds; or
- Termination of a permanent operating agreement by a State agency or sponsor due to considerations unrelated to either party's performance of Program responsibilities under the agreement.

Unaffiliated site means a site that is legally distinct from the sponsor.

Unanticipated school closure means any period from October through April (or any time of the year in an area with a continuous school calendar) during which children who are not in school due to a natural disaster, building repair, court order, labor-management disputes, or, when approved by the State agency, similar cause, may be served meals at non-school sites through the Summer Food Service Program.

Unit of local, municipal, county or State government means an entity which is so recognized by the State constitution or State laws, such as the State administrative procedures act, tax laws, or other applicable State laws which delineate authority for government responsibility in the State.

Unused reimbursement means the difference between the amount of reimbursement earned and received and allowable costs when reimbursement exceeds costs.

Vended site means a site that serves unitized meals, with or without milk, that are procured through a formal agreement or contract with:

- (1) Public agencies or entities, such as a school food authority;
- (2) Private, nonprofit organizations; or
- (3) Private, for-profit companies, such as a commercial food distributor or food service management company.

Vended sponsor means a sponsor which purchases from a food service management company the unitized meals, with or without milk, which it will serve at its site(s), or a sponsor which purchases management services, subject to the limitations set forth in Sec. 225.15, from a food service management company.

Yogurt means commercially prepared coagulated milk products obtained by the fermentation of specific bacteria, that meet milk fat or milk solid requirements and to which flavoring foods or ingredients may be

added. These products are covered by the Food and Drug Administration's Standard of Identity for yogurt, low-fat yogurt, and nonfat yogurt, (21 CFR 131.200), (21 CFR 131.203), (21 CFR 131.206), respectively.

Income Eligibility Guidelines

The Income Eligibility Guidelines are used by Child Nutrition sponsors to determine eligibility for free and reduced price meal benefits. These annual adjustments are required by section 9 of the Richard B. Russell National School Lunch Act, 42 U.S.C. 1758. The guidelines are intended to direct benefits to those children most in need and are revised annually to account for changes in the Consumer Price Index.

They are effective from July 1 through June 30 of each year. A complete list of Income Eligibility Guidelines listed by fiscal year can be found at *Income Eligibility Guidelines*, <https://www.fns.usda.gov/cn/income-eligibility-guidelines>.

Free and Reduced Price Meal Applications

Schools send school meal applications home at the beginning of each school year. However, applicants may submit an application form to their school district or school any time during the school year. These applications are used by SFSP State agencies and sponsors to determine the eligibility of specific sites and participants.

USDA Prototype Applications

USDA offers prototypes (examples) of school meal applications, as well as sample instructional documents intended to assist State agencies and local officials in the design and distribution of their own application materials. For the *Prototype Application for Free and Reduced Price School Meals*, with accompanying instructions, letter to households, and other materials for State and local agencies, visit the FNS website, *Applying for Free and Reduced Price School Meals*, <https://www.fns.usda.gov/cn/applying-free-and-reduced-price-school-meals>.

Site Definitions and Eligibility Documentation

An SFSP site is the place where a child receives a Program meal. A site may be the indoor or outdoor location where congregate meals are served, a stop on a delivery route of a mobile congregate meal service, or the distribution location or route for a non-congregate meal service. A child's residence is not considered a non-congregate meal site for Program monitoring purposes.

Type of SFSP Site	Definition	Eligibility Documentation
Open Site	Serves meals to all children in the area on a first-come, first-serve basis. <ul style="list-style-type: none"> • Located in an area where at least 50% of the children are eligible for free or reduced price school meals. • Reimbursed for all attending children. 	One of the following: <ul style="list-style-type: none"> • School data. • Census data. • Alternative data sources with State agency approval.
Restricted Open Site	Serves meals to children in the community on a first-come, first-served basis. <ul style="list-style-type: none"> • Sponsor may limit attendance for reasons of security, safety, or control due to staff (and other) limitations. • Reimbursed for all attending children. 	One of the following: <ul style="list-style-type: none"> • School data. • Census data. • Alternative data sources with State agency approval.

Type of SFSP Site	Definition	Eligibility Documentation
Closed Enrolled Site	<p>Serves meals to enrolled children.</p> <ul style="list-style-type: none"> • Site is not open to the community at large. • Located in an area where at least 50% of the children are eligible for free or reduced price school meals or at least 50 percent of the enrolled children at the site are eligible for free or reduced price meals. • Reimbursed for all children in attendance. 	<p>One of the following:</p> <ul style="list-style-type: none"> • Income eligibility applications. • School data. • Census data. • Alternative data sources with State agency approval.
Camp Site	<p>Residential summer camps and nonresidential day camps which offer a regularly scheduled food service as part of an organized program for enrolled children.</p> <ul style="list-style-type: none"> • Nonresidential camps must offer a continuous schedule of organized cultural or recreational programs for enrolled children between meal services. • Reimbursed only for children meeting free or reduced price school meals. 	<p>Income eligibility applications.</p>
NYSP Site	<p>NYSP, or National Youth Sports Program, sites serve meals to children enrolled in the NYSP. Located in an area where at least 50% of the children are eligible for free or reduced price school meals or at least 50 percent of the enrolled children at the site are eligible for free or reduced price meals.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> • Income eligibility applications. • School data. • Census data. • Sponsor provides written certification that it meets DHHS income guidelines.

Type of SFSP Site	Definition	Eligibility Documentation
Migrant Site	<p>Serves meals to primarily children of migrant families but may serve other children as well.</p> <ul style="list-style-type: none"> • Reimbursed for all children served. 	<p>One of the following:</p> <ul style="list-style-type: none"> • Certification from a migrant organization indicating that the site serves migrant children. • Certification from a migrant organization, which serves both migrant and non-migrant children, confirming that the site primarily serves migrant children.
Conditional Non-Congregate Site	<p>Serves non-congregate meals to eligible children.</p> <ul style="list-style-type: none"> • Located in rural areas that do not meet the definition of “areas in which poor economic conditions exist” and is not a “Camp.” • Reimbursed only for meals served to children who qualify for free or reduced price meals. 	<ul style="list-style-type: none"> • Income eligibility applications. • School data for individual children.

Comparison of the Summer Food Service Program, National School Lunch Program, and Seamless Summer Option

The table in the link below provides a comparison of the meal benefits and requirements among various Summer Nutrition Programs, to inform and encourage more SFAs to provide meals to students in the summer and other times when school is not in session. Both the SFSP and SSO reduce paperwork and administrative burden, making it easier for SFAs to feed children in low-income areas during the summer months or during the extended breaks of a year-round school schedule. Areas where the provisions in the SSO are same as SFSP, rather than NSLP, are highlighted as *Same as SFSP*.

For more information see *Comparison of Programs: SFSP/NSLP/Seamless Option*, <https://www.fns.usda.gov/cn/comparison-programs-sfsp-nslp-seamless-option>.

Congregate versus Non-Congregate Chart

The purpose of this table is to explain the major similarities and differences between the SFSP’s congregate and non-congregate meal service requirements. While this table highlights the main requirements, more detailed information is found in the published SFSP rules, memos, policies, and guidance.

Requirement	Congregate Meal Service	Non-Congregate Meal Service
Definition	A food service at which meals that are provided to children are consumed on site in a supervised setting.	A food service at which meals are provided for children to consume all of the components off-site. Non-congregate meal service must only be operated at sites designated as “rural” with no congregate meal service.
Times of Operation	<ul style="list-style-type: none"> • May to September for traditional school calendar areas. • October to April during unanticipated school closures (i.e. emergencies). • During student vacations of 15 days or more for schools on a continuous year calendar. 	<ul style="list-style-type: none"> • May to September for traditional school calendar areas. • October to April during unanticipated school closures (i.e. emergencies). • During student vacations.
Meal Service Locations	Schools, camps, churches, community centers, housing projects, libraries, migrant centers, parks, playgrounds, pools, and other public sites where children congregate.	Rural sites with no congregate meal service.

Requirement	Congregate Meal Service	Non-Congregate Meal Service
Meal Service Locations	Schools, camps, churches, community centers, housing projects, libraries, migrant centers, parks, playgrounds, pools, and other public sites where children congregate.	Rural sites with no congregate meal service.
Meal Pattern	Meal pattern must meet 7 CFR 225.16(d) standards, though School Food Authorities may substitute NSLP or SBP meal patterns.	Same as Congregate.
Approved Types of Meals	<ul style="list-style-type: none"> • Breakfast • Lunch • Snack (AM or PM) • Supper <p>Lunch and supper cannot be reimbursed for the same day by the same site, except for camp and migrant sites.</p>	Same as Congregate.
Maximum Number of Meals Per Day	<p>2 meals or 1 meal and a snack at open, restricted open, closed enrolled, or conditional non-congregate sites.</p> <p>3 meals or 2 meals and a snack at camps or migrant sites.</p>	<p>Same as Congregate.</p> <p>However:</p> <ul style="list-style-type: none"> • Non-congregate sites may issue a maximum of 10 calendar days' worth of meals at a time if approved by the State agency. • Non-congregate sites may issue a maximum of 5 calendar days' worth of meals if also providing bulk food items and approved by the State agency.

Requirement	Congregate Meal Service	Non-Congregate Meal Service
Meal Service Times	<p>Breakfast must be served at or close to the beginning of the day and cannot be served after a lunch or supper.</p> <p>For all sites, except residential camps, a minimum of 1 hour must elapse between the end of one meal service and the beginning of another.</p>	<p>Not required to serve breakfast in the morning (close to or at the beginning of the day).</p> <p>Not required to allow 1 hour between the end of one meal service and the start of the next.</p>
Meal Duplication	<p>Must ensure that congregate sites will not be served in whole or in part by another site, unless it can be demonstrated to the satisfaction of the State agency that each site will serve children not served by another site in the same area for the same meal.</p>	<p>Must ensure that the non-congregate sites will not serve the same population of children for the same meal service on the same day as other non-congregate or congregate sites.</p>
Off-Site Consumption of Foods	<p>A child can take one fruit, vegetable, or grain item off-site for later consumption without prior State agency approval provided that all applicable State and local health, safety, and sanitation standards will be met.</p>	<p>Non-congregate meal service specifically provides meals for off-site consumption.</p>

Requirement	Congregate Meal Service	Non-Congregate Meal Service
<p>Multi-Day Meal Issuance: Multiple days' worth of meals are provided at one time, whether unitized or comprised of bulk items.</p>	<p>N/A</p>	<p>Approved sponsors may distribute up to the allowable number of reimbursable meals that would be provided over a 10-calendar day period.</p> <p>Sponsors electing this option must have procedures in place that document, to a reasonable extent, the proper number of meals are distributed to each eligible child.</p>
<p>Bulk Food Items: Specific food items are provided in a larger quantity than required for a single meal service.</p>	<p>N/A</p>	<p>Approved self-preparation sponsors may provide bulk food items that meet the minimum amounts of each food component of a reimbursable meal breakfast, lunch, supper, or snack.</p> <p>The maximum number of reimbursable meals provided to a child cannot exceed the number of meals that could be provided over a 5-calendar day period.</p>

Requirement	Congregate Meal Service	Non-Congregate Meal Service
<p>Bulk Food Items: Specific food items are provided in a larger quantity than required for a single meal service.</p>	<p>N/A</p>	<p>Approved self-preparation sponsors may provide bulk food items that meet the minimum amounts of each food component of a reimbursable meal breakfast, lunch, supper, or snack.</p> <p>The maximum number of reimbursable meals provided to a child cannot exceed the number of meals that could be provided over a 5-calendar day period.</p>
<p>Bulk Food Items: Specific food items are provided in a larger quantity than required for a single meal service.</p>	<p>N/A</p>	<p>Approved self-preparation sponsors may provide bulk food items that meet the minimum amounts of each food component of a reimbursable meal breakfast, lunch, supper, or snack.</p> <p>The maximum number of reimbursable meals provided to a child cannot exceed the number of meals that could be provided over a 5-calendar day period.</p>

Requirement	Congregate Meal Service	Non-Congregate Meal Service
Parent or Guardian Meal Pick-Up	N/A	<p>Approved sponsors may distribute meals to parents or guardians to take home to their children.</p> <p>Sponsors electing this option must have documented procedures in place to ensure that meals are only distributed to parents or guardians of eligible children and that duplicate meals are not distributed to any child.</p>
Sponsor Eligibility	SFAs, local government agencies, private non-profit organizations, universities or colleges, community and faith-based organizations. SFAs are waived of the requirement to demonstrate financial and administrative capability for program operations.	Same as congregate.
Good Standing	New and current SFAs and CACFP institutions in good standing do not need to provide further evidence of financial and administrative capability.	All sponsors must be in good standing, as determined by the state to be approved for non-congregate meal service options.
Home Delivery	N/A	If the sponsor operates a non-congregate meal service that will deliver meals directly to a child's residence, it must obtain written parental consent prior to providing meals to children in that household.

Requirement	Congregate Meal Service	Non-Congregate Meal Service
<p>Site Eligibility</p>	<ul style="list-style-type: none"> • <u>Open sites</u>: Located in the attendance area of a school or in a geographic area defined by census data where 50 percent or more of the children qualify for free or reduced price school meals, and sites are open to the community. • <u>Enrolled sites</u>: Where 50 percent or more of enrolled children are eligible for free or reduced price meals, determined by approved application under the NSLP and the SBP, or location in an eligible area, as determined by school or census data. • <u>Migrant sites</u>: With certification by a migrant organization that the sites serve primarily children of migrant workers. • <u>Camps</u>: Which offer a regularly scheduled meal service as part of an organized program for enrolled children. <p>Note: As applicable, alternative forms of data may be used to establish site eligibility, including the Community Eligibility Provision and other special provision data under NSLP or SBP, and census data.</p>	<p>Same as congregate.</p> <p>Additionally, sites that will offer non-congregate meal service must:</p> <ul style="list-style-type: none"> • Be rural. • Not serve an area where children would receive the same meal at an approved congregate meal site, unless it is demonstrated that meal duplication will be avoided. • Be a conditional non-congregate site if providing meals in an area that does not meet the definition of “areas in which poor economic conditions exist” and is not a camp.

Requirement	Congregate Meal Service	Non-Congregate Meal Service
Participant Eligibility	<p>Persons 18 years or younger, and persons 19 or older with a physical or mental disability, as defined by the State.</p> <p>Individual eligibility for free or reduced price school meals may be determined by using individual eligibility determinations through school data or by the household application process described in Program regulations at 7 CFR 225.15(f).</p>	Same as SFSP
Cost of Food for Children	All meals are free, although camps are only reimbursed for children who qualify for free or reduced price meals. Camp sponsors may, and usually do, provide meals free of charge to all children.	<p>Same as SFSP</p> <p>*However conditional non-congregate sites are only reimbursed for children who qualify for free or reduced price meals.</p>

Meal Pattern Tables

Breakfast

Select all three required components for a reimbursable meal.

Food Components	Minimum Amount
Vegetables and Fruits	Required
Vegetable or fruit or	½ cup
Full-strength vegetable or fruit juice	½ cup (4 fluid ounces)
Grains/Breads	Required
Bread or	1 slice
Cornbread, biscuits, rolls, muffins, etc.¹ or	1 serving
Ready-to-eat cereal or	¾ cup or 1 ounce ²
Cooked cereal or cereal grains or	½ cup
Cooked pasta or noodle products	½ cup
Milk	Required
Fluid milk (whole, low-fat or fat-free)	1 cup (½ pint, 8 fluid ounces) ³
Meat and Meat Alternates	Optional
Lean meat or poultry or fish or	1 ounce
Alternate protein products⁴ or	1 ounce
Cheese or	1 ounce

¹ Bread, pasta or noodle products, and cereal grains (such as rice, bulgur, or corn grits) must be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc., must be made with whole-grain or enriched meal or flour. Cereal must be whole-grain, enriched or fortified. Serving sizes and equivalents will be in guidance materials to be distributed by FNS to State agencies.

² Either volume (cup) or weight (ounces), whichever is less.

³ Served as a beverage or on cereal or used in part for each purpose.

⁴ Must meet the requirements of 7 CFR 225 Appendix A.

Food Components	Minimum Amount
Egg (large) or	½
Cooked dry beans, peas or lentils, or	¼ cup
Peanut or other nut or seed butters or	2 tablespoons
Nuts or seeds⁵ or	1 ounce
Yogurt⁶	4 ounces or ½ cup
Tofu⁷	¼ cup or 2.2 ounces

⁵ Tree nuts and seeds that may be used as meat alternate are listed in Program guidance.

⁶ Plain or flavored, unsweetened or sweetened.

⁷ 2.2 ounces by weight (ozw), or ¼ cup by volume, of commercially prepared tofu, containing at least 5 grams of protein, is creditable as 1.0 ounce equivalent of meat alternate (*Revised: Crediting Tofu and Soy Yogurt Products in the School Meal Programs, CACFP, and SFSP*, November 29, 2023, <https://www.fns.usda.gov/cn/crediting-tofu-and-soy-yogurt-products-school-meal-programs-and-cacfp>).

Lunch or Supper

Select all four components for a reimbursable meal.

Food Components	Minimum Amount
Vegetables and Fruits	Required
Vegetable or fruit⁸ or	¾ cup
full-strength vegetable or fruit juice	¾ cup ⁹ (3 fluid ounces)
Grains/Breads	Required
Bread or	1 slice
Cornbread, biscuits, rolls, muffins, etc.¹ or	1 serving
Ready-to-eat cereal or	¾ cup or 1 ounce ¹⁰
Cooked cereal or cereal grains or	½ cup
Cooked pasta or noodle products	½ cup
Milk	Required
Fluid milk (whole, low-fat or fat-free)	1 cup (½ pint, 8 fluid ounces)
Meat and Meat Alternates	Required
Lean meat or poultry or fish or	2 ounces
Alternate protein products¹¹ or	2 ounces
Cheese or	2 ounces
Egg (large) or	1
Cooked dry beans, peas or lentils, or	½ cup
Peanut or other nut or seed butters or	4 tablespoons

⁸ Serve two or more kinds of vegetable or fruits or a combination of both.

⁹ No more than 50 percent of the fruit and vegetable requirement may be met with full-strength vegetable or fruit juice. While providers may serve more than this amount, only ¾ cup may count towards the fruit and vegetable requirement.

¹⁰ Either volume (cup) or weight (ounces), whichever is less.

¹¹ Must meet the requirements of 7 CFR 225 Appendix A.

Food Components	Minimum Amount
Nuts or seeds¹² or	1 ounce = 50% ¹³
Yogurt¹⁴	8 ounces or 1 cup
Tofu¹⁵	½ cup or 4.4 ounces

¹² Tree nuts and seeds that may be used as meat alternate are listed in Program guidance.

¹³ Through June 30, 2024, no more than 50 percent of the requirement must be met with nuts or seeds. Nuts or seeds must be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry or fish. Effective July 1, 2024, nuts and seeds may credit for the entire meats/meat alternates requirement at all meals and snacks.

¹⁴ Plain or flavored, unsweetened or sweetened.

¹⁵ 2.2 ounces by weight (ozw), or ¼ cup by volume, of commercially prepared tofu, containing at least 5 grams of protein, is creditable as 1.0 ounce equivalent of meat alternate (*Revised: Crediting Tofu and Soy Yogurt Products in the School Meal Programs, CACFP, and SFSP*, November 29, 2023, <https://www.fns.usda.gov/cn/crediting-tofu-and-soy-yogurt-products-school-meal-programs-and-cacfp>).

Snack

Select two of the four optional components for a reimbursable meal.

Food Components	Minimum Amount
Vegetables and Fruits	Optional
Vegetable or fruit or	¾ cup
Full-strength vegetable or fruit juice¹⁶	¾ cup (6 fluid ounces)
Grains/Breads	Optional
Bread or	1 slice
Cornbread, biscuits, rolls, muffins, etc.¹ or	1 serving
Ready-to-eat cereal or	¾ cup or 1 ounce ¹⁷
Cooked cereal or cereal grains or	½ cup
Cooked pasta or noodle products	½ cup
Milk	Optional
Fluid milk (whole, low-fat or fat-free)	1 cup (½ pint, 8 fluid ounces)
Meat and Meat Alternates	Optional
Lean meat or poultry or fish or	1 ounce
Alternate protein products¹⁸ or	1 ounce
Cheese or	1 ounce
Egg (large) or	½
Cooked dry beans, peas or lentils, or	¼ cup
Peanut or other nut or seed butters or	2 tablespoons

¹⁶ Juice cannot be served when milk is the only other snack component.

¹⁷ Either volume (cup) or weight (ounces), whichever is less.

¹⁸ Must meet the requirements of 7 CFR 225 Appendix A.

Food Components	Minimum Amount
Nuts or seeds¹⁹ or	1 ounce
Yogurt²⁰	4 ounces or ½ cup
Tofu²¹	¼ cup or 2.2 ounces

¹⁹ Tree nuts and seeds that may be used as meat alternate are listed in Program guidance.

²⁰ Plain or flavored, unsweetened or sweetened.

²¹ 2.2 ounces by weight (ozw), or ¼ cup by volume, of commercially prepared tofu, containing at least 5 grams of protein, is creditable as 1.0 ounce equivalent of meat alternate (*Revised: Crediting Tofu and Soy Yogurt Products in the School Meal Programs, CACFP, and SFSP*, November 29, 2023, <https://www.fns.usda.gov/cn/crediting-tofu-and-soy-yogurt-products-school-meal-programs-and-cacfp>).

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in must include the equal opportunity clause provided under , in accordance with Executive Order 11246, “Equal Employment Opportunity” (, – 1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at , “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (, and 3146–3148) as supplemented by Department of Labor regulations (, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the

Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with and 3704, as supplemented by Department of Labor regulations (). Under of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or non-profit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Non-profit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations

issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See § 200.323.

(K) See § 200.216.

(L) See § 200.322.

Resources

FNS has a variety of online resources available to assist State agencies and sponsors working with the SFSP.

General Information

- The main *SFSP website* is a great starting point to find all web-based Program resources: *Summer Food Service Program*, <https://www.fns.usda.gov/sfsp/summer-food-service-program>.

Policy and Technical Assistance

- The Richard B. Russell National School Lunch Act authorizes the SFSP: *Richard B. Russell National School Lunch Act*, <https://www.govinfo.gov/app/details/COMPS-10333/>.
- The Code of Federal *Regulations* webpage outlines the regulations for the SFSP: *Part 225 – Summer Food Service Program*, <https://www.ecfr.gov/current/title-7/part-225>.
- The SFSP Program Guidance webpage includes links for guides for sponsors, monitors, and site supervisors, *Program Guidance*, <https://www.fns.usda.gov/sfsp/handbooks>.
 - *Nutrition Guidance for Sponsors*: information on Federal nutrition and food service requirements.
 - *Sponsor Monitor’s Guide*: information on sponsors’ monitoring role for the SFSP.
 - *Site Supervisor’s Guide* (Spanish and English versions): information on the site supervisor’s role in the SFSP.
 - *State Agency Monitoring Guide*: information on State agencies’ monitoring role for the SFSP.
- The *FNS Policy Memos* webpage includes a complete list of current SFSP policy memos that provide up-to-date information about important Program changes, <https://www.fns.usda.gov/sfsp/policy>.
- The *Mapping Tools for Summer Meal Programs* webpage, <https://www.fns.usda.gov/sfsp/mapping-tools-summer-meal-programs>, has interactive tools to assist State agencies and sponsors in

determining if an area is eligible, identifying rural areas, finding potential partners, and providing routing. Mapping tools include the:

- Capacity Builder;
 - Area Eligibility Mapper;
 - Rural Designation Tool; and
 - Mobile Route Maker.
- The Summer Meals Site Finder is a web-based application that can be used to help children, parents, and others quickly and easily find summer meal sites near them: *USDA Summer Meals for Kids Site Finder*, <https://www.fns.usda.gov/meals4kids>.
 - The *Civil Rights Division* webpage, <https://www.fns.usda.gov/civil-rights>, for information on civil rights. The non-discrimination statement can be accessed at *USDA Nondiscrimination Statement*, <https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>.

Summer Nutrition and Enrichment Activities

- *Summer Food, Summer Moves Resource Kit*, <https://www.fns.usda.gov/tn/summer-food-summer-moves>.
- *Food Safety for Summer Food Service Programs*, <https://theicn.org/icn-resources-a-z/food-safety/>.
- *The Patrick Leahy Farm to School Program* webpage includes tips on how to improve Summer Meal Programs through the integration of local foods and related enrichment activities, <https://www.fns.usda.gov/f2s/farm-to-school>.
- *Team Nutrition*, <https://www.fns.usda.gov/team-nutrition>.
- *Farm to Summer Factsheet*, <https://www.fns.usda.gov/f2s/farm-summer-ripe-local-foods>.
- *Serving Traditional Indigenous Foods in Child Nutrition Programs*, <https://www.fns.usda.gov/cn/serving-traditional-indigenous-foods>.

- *Turnip the Beet! High Quality Summer Meals Award Program*, <https://www.fns.usda.gov/sfsp/turnip-the-beet>.