

Section 1

## INTRODUCTION

### Contents

The Summer Food Service Program for Children Sponsor Handbook is an administrative guide and vital reference document for any service institution participating in the federally funded Summer Food Service Program for Children. Section 1 gives guidelines to help potential sponsors determine their ability to participate in the program, in addition to presenting a brief outline of general requirements and procedures.

Section 2, "Meals, Records, and Reimbursements," describes the specific meal patterns, recordkeeping requirements, and reimbursement procedures of the program. Section 3, "Vended Operations," applies to programs using the facilities of food service management companies (called "vendors" in this handbook), while section 4, "Onsite Preparation," pertains to programs in which meals are prepared at the site where the meals are to be served.

Section 5, "Reference," consists of necessary forms, checklists, and other guidance materials which can be removed and reproduced. Approved sponsors are required to operate their food services in accordance with the provisions of this handbook.

### Program Basics

The Summer Food Service Program for Children provides nutritional help to children 18 years of age or younger who would otherwise be deprived of the food assistance they get at other times of the year under the National School Lunch and Breakfast Programs. Persons over 18 years of age determined by a State or local educational agency to be mentally or physically handicapped and participating in a public school program established for the mentally or physically handicapped are also eligible. Summer food services are organized and operated by public and private nonprofit institutions. They are set up to benefit children from areas in which at least one-third of the children are eligible under a State's family-size and income standards for free or reduced-price school meals and to benefit children in an enrollment program in which one-third of the children enrolled are eligible for free or reduced-price school meals. Residential camps can operate the summer feeding program, as well as sponsors who enroll children in a regularly scheduled nonresidential organized cultural or recreational activity and qualify as a camp. Such sponsors must obtain family-size and income data on the enrolled children who are individually documented as being eligible for free or reduced-price school meals.

Sponsors for the Summer Food Service Program for Children may include agencies of city governments, county and municipal school systems, recreational groups, churches, and social service organizations. Although geared to operate primarily during school summer vacation periods, this program also provides for meal services in situations where schools operate



on a continuous school calendar basis. As in all federally financed programs, discrimination against any child because of race, color, or national origin is forbidden.

#### Organizational Structure

The Summer Food Service Program is administered through an agency of the State government or by a Regional Office of the United States Department of Agriculture's (USDA's) Food and Nutrition Service (FNS). The administering agency deals directly with sponsors operating within the agency's geographic domain. To become eligible, however, a prospective sponsor must demonstrate to the satisfaction of the administering agency that it has the necessary financial and administrative responsibility to meet program objectives and comply with program regulations. The actual meal-service function may take place at one or more sites under the responsibility of the sponsor.

Administrative and financial responsibility cannot be delegated below the sponsor level. The quality of meal service as well as the conduct of site personnel reflect directly upon the sponsor's performance and may prohibit further participation in the program. Consequently, the quality and quantity of selected sites, the conduct of site and sponsor personnel, and the quality of the meals served must be primary concerns of any sponsoring organization wishing to remain eligible for program participation. All participating sponsors are subject to audit by USDA's Office of Inspector General.

#### Reimbursement

An approved sponsor must submit a claim to the administering agency to receive reimbursement for meals which meet program requirements. By March 1 of each year, USDA announces reimbursement rates for the coming summer. The following reimbursement payments are in effect as of March 1, 1978.

1. For each lunch or supper, 92.75 cents.
2. For each breakfast, 51.50 cents.
3. For each snack (supplement), 24.25 cents.

Sponsors will receive administrative monies based on a budget which must be submitted with the application for participation and will be reviewed and approved by the administering agency. The budget should include the projected administrative expenses which a sponsor expects to incur. Payment to sponsors for administrative costs will be the lesser of (1) the approved budget with amendments, (2) actual expenses incurred for administrative costs, or (3) 7.25 cents for lunches or suppers, 3.75 cents for breakfasts and 2.00 cents for snacks actually served to eligible children.

#### Advance Payments

Advance payments for net program and administrative costs are available to approved sponsors. For net program costs, advance payments will be based upon last year's expenditures or a percentage of anticipated costs in an amount determined by the administering agency to be needed. Sponsors are required to request each advance payment for net program costs from the administering agency at least 30 days prior to the payment dates of June 1, July 15, and August 15. Before the second month's advance, sponsors must certify that they have held personnel training sessions which clarify program duties and responsibilities. If a sponsor is not scheduled to operate for at least 10 days in any month no advance payment for net program costs will be made for that month.

Sponsors are required to request each advance payment for administrative costs from the administering agency at least 30 days prior to the payment dates of June 1 and July 15. Before the second month's advance, sponsors must certify that they are operating the number of sites for which the administrative budget was approved and that there has been no significant change in their projected administrative costs since approval of the administrative budget. In the case of sponsors which will operate under the program less than 10 days in June but at least 10 days in August, the second month's advance administrative costs payment will be made on August 15. Advance administrative costs payments are not available to sponsors which will operate under the program for less than 10 days. If the administering agency has reason to believe, through monitoring or audits, that a sponsor will not be able to submit an adequate claim, the advance payment for the following month will not be sent until a valid claim has been received. In addition, a limited amount of start-up payments for planning may be available at the discretion of the administering agency.

#### Commodities

As well as funds for reimbursement, USDA also makes donated foods available to States. The State distributing agencies, in turn, make the commodities available to those sponsors approved to operate programs using onsite preparation and those sponsors which have entered into an agreement with a school food service to prepare meals. The Commodity Distribution Agency informs eligible sponsors about available commodities as soon as the sponsor's application is approved. Sponsors eligible to receive commodities may not receive commodities under more than one program during the same period of time.



Other  
Assistance

Administering agencies are available to help sponsors plan and operate their programs, as well as to help them train their supervisory personnel. During the summer, representatives from the State agency or FNS Regional Office visit sites and may make suggestions to assist in program management. Sponsors can contact the administering agency at any time about questions or problems they may have.

SPONSOR ELIGIBILITY

Sponsor  
Requirements

In operating the summer program, a sponsor must do the following things:

- \* Demonstrate adequate administrative and financial responsibility to manage an effective food service.
- \* Provide an ongoing year-round public service to the area in which it intends to provide a summer food service. (Residential camps, sponsors serving migrant programs, and sponsors serving areas which would otherwise not be served are exceptions to this requirement.)
- \* Have a satisfactory program performance record, if applicable.
- \* Submit prior to deadline date, an application, site information sheet for each site, certification of nonprofit status if a private institution, and written assurance that all meals will be served free to eligible children without discrimination against any child because of race, color, or national origin.
- \* Prepare and submit a management plan including administrative budgets.
- \* Document eligibility and meal service capabilities for each site, or qualify as a camp and collect family-size and income information on the enrolled children eligible for free or reduced-price school meals.
- \* Enter into a written agreement with the administering agency. This agreement is a legally binding document specifying the rights and responsibilities of both the sponsor and administering agency and should be read carefully before being signed.
- \* Provide a regularly scheduled food service.
- \* Inform the local news media of the availability of the program and the nondiscrimination policy.
- \* Attend administering agency's training sessions on program responsibilities.



- \* Hold training sessions on program duties and responsibilities for all site and administrative personnel and ensure that all administrative personnel attend training sessions provided by administering agency.
- \* Enter into a contract with a registered vendor or a written agreement with a school food authority, if meals are not prepared at the site.
- \* Use competitive bid procedures in contracting when the contract will involve \$10,000 or more. (Agreements with local school food authorities do not require bidding.)
- \* Provide for a CPA audit of food service operations if \$50,000 or more is anticipated in reimbursement. A letter of engagement with the CPA firm must be submitted with the program application. A management letter must be provided by the auditor within 10 days after commencement of the program. *(If program requires independent State or local government accounts to meet this requirement)*
- \* Certify that, prior to operation, all food service sites have been visited, all personnel are trained, and the facilities are adequate to serve meals to the number of children anticipated.
- \* Provide adequate personnel for overall management and monitoring of the program.
- \* Arrange for the delivery and holding of meals in accordance with standards prescribed by local health authorities until meals are served. (This applies only to vended programs.)
- \* Have the capability of maintaining children on site while meals are consumed.
- \* Arrange for proper storage of any excess meals until they are served.
- \* Establish procedures for making daily adjustments in the number of meals delivered to sites.
- \* Maintain accountability for advance payments.
- \* Develop a system for the regular submission of daily site records.

5

- \* Visit all sites within the first week of program operations, take prompt action to correct any deficiencies found, review food service operations at every site at least once during the first 4 weeks of operations, monitor operations at reasonable intervals for the duration of the program and monitor records of site visits.
- \* Ensure that all meals served meet or exceed minimum meal requirements and serve the same meal to all children.
- \* Maintain complete and accurate records on the food service.
- \* File a monthly reimbursement voucher based on supporting documentation for each month of participation.
- \* Operate the program in accordance with the provisions of this handbook and any other authorized instructions and handbooks.

#### Selection Priorities

Program experience has demonstrated that when two or more sponsors compete for the same site and attempt to serve the same group of children, confusion and waste often result. Such overlap conflicts with program objectives. Consequently, administering agencies may allow only one sponsor to serve a target population. The following order of descending priority will be used when the administering agency selects from among such competing sponsors.

1. Public or nonprofit private schools, and other applicant sponsors which have demonstrated successful program performance in a prior year.
2. Sponsors which propose to prepare meals at their own facilities or which operate only one site.
3. Sponsors which propose to utilize local school food facilities for the preparation of meals.
4. Other sponsors which have demonstrated ability for successful program operations.
5. Sponsors which plan to integrate the program with Federal, State, or local employment or training programs.

#### Operating Limitations

Sponsors may be approved for a maximum of 200 sites and for a total average daily attendance of 50,000 children at all sites. A sponsor will not be approved to operate any site which serves more than 300 children daily. No sponsor may exceed any of these



maximums until the administering agency determines that the sponsor has the capability and facilities for managing a program of that size.

Only one meal service per day will be approved unless each meal service is delivered separately within 1 hour of the beginning of the meal service or there are proper food holding facilities at the site.

Sponsors will be approved to serve a maximum of three meal types per day at each site, provided that one of the three meals is a snack. Residential camps shall be approved for a maximum of four meal types per day. Nonresidential sponsors which qualify as camps shall be approved for four meal types per day (or three meals consisting of a breakfast, lunch and supper). No sponsor shall be approved for more than two snacks a day. The length of the meal service may not exceed 2 hours for lunch or supper and 1 hour for all other meals. Meals served outside the approved meal service period will not be reimbursed.

Three hours must elapse between the beginning of one meal type and the beginning of another, except that 4 hours must elapse between lunch and supper when no snack is served between lunch and supper. In addition, the supper meal service may not begin after 6 p.m. None of these time restrictions apply to residential camps.

#### Violations

Violations of program requirements may be the basis for recovery of overclaims, temporary suspension or termination and exclusion from future program participation. Such violations include but are not limited to: noncompliance with the time requirements between meals, failure to maintain adequate site or sponsor records, failure to adjust meal orders to conform with changes in site attendance, serving more than one meal simultaneously to a child, excessive instances of off-site meal consumption, and claiming program reimbursement for meals served to anyone other than eligible children. Sponsors guilty of such violations during prior program participation may be considered ineligible by administering agencies. However, any sponsor denied participation may obtain a review by an official other than the one directly responsible for the original determination. The same review procedure is available to sponsors denied advance program payments or payment of claims.

#### Site Requirements

Sponsors must assume administrative and financial responsibility for the food service at sites under their supervision. Consequently, sponsors are required to ensure that their sites comply with the following requirements:

- \* Draw attendance from an area where at least one-third of the children are eligible for free or reduced-price school meals under the State's family-size and income standards. Sponsors which qualify as camps must obtain information on the number of children enrolled in each session whose family incomes meet the eligibility requirements for free or reduced price school meals.
- \* Provide a regularly scheduled, organized activity or food service for the children attending.
- \* Require personnel to attend training sessions which describe program objectives and requirements.
- \* Have satisfactory arrangements for food service during inclement weather.
- \* Adhere to local health and sanitation regulations.
- \* Organize a supervised system for serving meals to participating children.
- \* Ensure that all meals are eaten at the site.
- \* Ensure that the length of meal service does not exceed 2 hours for lunch or supper and 1 hour for all other meals.
- \* Ensure that 3 hours elapse between meals except that 4 hours must elapse between lunch and supper, if no supplement is served between lunch and supper. (Exceptions apply to residential camps only.)
- \* Count and properly record the number of meals served to eligible children.
- \* Ensure that meals served include required quantities of all meal components.
- \* Ensure that there is not a simultaneous service of more than one meal to each child.
- \* Maintain accurate daily records of program operations for submission to the sponsor on a regular basis.



## PROGRAM PLANNING

### One-Third Needy Provision

The Summer Food Service Program exists to serve children living in low-income areas. Documenting the need of an area to be served is a required part of the application process unless the sponsor is a camp. By definition, the concept of "low income area" is tied to the percentage of children residing in an area eligible for free or reduced-price meals in the National School Lunch and Breakfast Programs. At least one-third of the children residing in the area of the site must qualify for free or reduced-price school meals, based on family-size and income.

To determine the need of a particular geographical area, a sponsor may contact the local school district or local nonprofit private schools to obtain figures on the numbers of children eligible for free and reduced-price meals, as compared to total school enrollment. It is not necessary to obtain the names of eligible children from school officials unless eligibility is being determined on an individual child basis.

An alternative method to determine area need is to consult local social service agencies such as Scout groups, youth clubs, community centers, and churches to obtain demographic information which reflects family-size and income levels.

Census tract data may be used as effectively as locally compiled information. However, sponsors planning to use this source must refer to specific documents. For cities with a population of over 50,000 the following documents may be used:

"Table P-1, General Characteristics of the Population," which lists by tract number or county the average number of persons per household, and "Table P-4, Income Characteristics of the Population," which lists by tract number or county the median income. For counties with a population of less than 50,000, refer to, "Table 124, Income and Poverty States in 1969 for Counties" and "Table 16, Summary of General Characteristics."

Indian reservation population statistics may be obtained from one of the 12 area offices of the Bureau of Indian Affairs. Another document that may be used to determine area need is the "Survey of Income and Education for 1975" by States, which can be obtained at the Census Bureau, Office of Poverty Statistics. The persons per household and median income information can be compared to the State's income eligibility standards to determine need on a tract basis. Census maps should be consulted to correlate tract numbers with the geographic areas



from which a sponsor plans to draw its participation. State income eligibility information may be obtained from the administering agency.

It must be recognized that census tract data are dated and may be unreliable. The data may be almost 10 years old, and an area as small as a census tract may have undergone substantial demographic change since the time they were collected. If more current sources of data, such as applications for free and reduced-price lunches are available, then these should be used.

Enrolled  
Program  
Provision

Sponsors with an enrollment program may document eligibility for the summer program if at least one-third of the children enrolled are eligible for free or reduced-price school meals as determined by statements of eligibility based on the size and incomes of the families of the children enrolled.

Camps  
Provisions

Residential summer camps and nonresidential sponsors which qualify as camps do not have to document that one-third of the children residing in the area of the site are eligible for free or reduced-price school meals, but must gather family-size and income data on the individual children eligible for free or reduced-price school meals enrolled in each session. Nonresidential sponsors may qualify as a camp by operating as an enrolled program and serving four meals to each child each day (or three meals consisting of a breakfast, lunch and supper). Camps may claim reimbursement only for meals served to children eligible for free or reduced-price school meals. Information on each camp session must be submitted prior to filing claims for reimbursement for each session unless otherwise specified by the administering agency. Some camps may be able to get family size and income data from local social service agencies or other organizations which require such information. If a sponsor is a school or school district participating in the National School Lunch or Breakfast Program, or is a sponsor in the Child Care Food Program, records from those programs may be used. It should be noted that other poverty guidelines, such as Title XX, are not acceptable.

Most camps will have to gather this information directly from parents. This data can be solicited in the camper's application, or the sample Family Size/Income Statement included in Section 5 of this handbook may be used. If the sample statement is used, the reviewing official must compare the family-size and income to the current family size/income guidelines, and then note if the family's income is below the guidelines for that size family (qualifies) or is above the guidelines (does not qualify). If the family had checked one of the four hardship provisions, the amount of hardship should be subtracted from the gross income, and that net figure used for comparison purposes. Foster



children are considered a family of one. Any payments made to the foster family for the child's upkeep are considered the child's income.

Community  
Support

Potential sponsors need to assess the degree of community and parental support and ongoing community service programs so that the food service can be integrated into local recreational, cultural, and enrichment activities. As part of this involvement with the local community, a sponsor should:

- \* Contact local schools in regard to their enrichment programs. (While academic summer schools are not eligible to participate in the program, the programs may affect attendance at individual sites.)
- \* Ask parks and recreation centers about their summer recreation programs.
- \* Contact local Y's, churches, and Scout groups about their summer plans.
- \* Notify the health department of all prospective site locations and ask the department to inspect them to ensure they meet local health standards.
- \* Alert the sanitation department to ensure prompt and regular trash removal.
- \* Contact other groups in the area that may be planning program participation to prevent duplication.

This information about the community will provide the basis for site selection.

Number  
of Sites

The number of sites and estimated number of children to be reached can be determined only after a thorough evaluation of the resources available. Such resources include:

- \* Food preparation facilities if onsite preparation is being considered.
- \* Food holding and storage facilities.
- \* Registered vendors in the area if onsite preparation is not feasible.
- \* Labor.
- \* Funds to hire additional personnel if necessary.
- \* Volunteer help.
- \* Anticipated Federal reimbursement.

Meal  
Preparation

Several factors influence the decision regarding the best method for obtaining meals. These factors include the cost of meals, the number of meals required, the type of meal service, the number of sites participating, and the type of site. Because most schools serve meals to children during the school year, schools usually have preparation and serving facilities, know USDA nutritional requirements for meals, and understand children's preferences. In addition, school food service personnel are often available for summer jobs. Sponsors are encouraged to contact the superintendent of schools, or principals of local nonprofit private schools to obtain meals from the school. Such an arrangement will require either a written agreement or a contract with the school.

Staffing  
Patterns

Staffing needs will be determined by the method of meal preparation, number of sites, dates of operation, and number of children participating. The following staffing patterns are recommended as generalized guides:

<u>Number of sites</u>	<u>Staffing needs during planning &amp; organization</u>	<u>Operating &amp; supervising</u>	<u>Close-out</u>
10-30	1 director 1 secretary 1 consulting accountant*	1 director 1 secretary 1 monitor per 15-20 sites 1 recordkeeper	1 director 1 secretary 1 recordkeeper 1 consulting accountant*
31-60	1 director 1 secretary 1 monitor ** 1 CPA ***	1 director 1 secretary 1 recordkeeper 1 area supervisor 1 monitor per 15-20 sites	1 director 1 secretary 1 recordkeeper 1 CPA ***
61-100	1 director 1 secretary 2 monitors ** 1 CPA ***	1 director 1 secretary 2 recordkeepers 1 area supervisor per 50 sites 1 monitor per 15-20 sites	1 director 1 secretary 1 recordkeeper 1 CPA ***
101-200	1 director 1 assistant director 1 secretary 3-4 monitors ** 1 CPA ***	1 director 1 assistant director 2 recordkeepers 1 area supervisor per 50 sites 2 secretaries 1 monitor per 15-20 sites	1 director 2 recordkeepers 1 secretary 1 CPA ***



\* To assist in setting up a recordkeeping system and closing program activity, if program will not require a CPA audit.

\*\* To assist director in required preprogram site inspection visits and selection.

\*\*\* Refers to accounting activity undertaken by CPA firms as part of audit, if program will earn \$50,000 in reimbursement.

#### Staffing

Because needs vary from program to program, the sponsoring organization should consult with the administering agency for specific staffing guidance. Many positions will require only part-time employment, particularly in the planning and close-out phases. The need for recordkeeping personnel will vary according to the extent of support services provided to the program. One monitor for every 15-20 sites is recommended for urban areas. The number of monitors necessary for rural sites may increase dependent upon the geographic area covered. Varying opening and closing dates of individual site operations will affect staffing needs.

#### Staff Duties

The key to successful program operations is found in the quality of the site monitoring performed. As the link between sponsor-level and site-level operations, personnel hired for this function must be able to relate to the community being served while ensuring that corrective actions are taken. Wages for this position, as well as other positions, should be equivalent to the responsibility. The following listing of responsibilities by position is offered as guidance:

##### Director

Responsible for:

- \* Providing overall management of the program
- \* Maintaining outreach efforts
- \* Coordinating with other agencies
- \* Selecting sites
- \* Corresponding with administrative agencies
- \* Handling all contracts, bidding, and negotiations
- \* Submitting applications
- \* Arranging for food preparation or delivery and adjusting meal orders
- \* Hiring staff
- \* Training staff
- \* Supervising staff
- \* Submitting reimbursement vouchers

##### Assistant

Responsible for:

- \* Training site personnel
- \* Designing forms for recordkeeping purposes



- \* Maintaining liaison with vendor to adjust meal deliveries
- \* Providing ongoing training to staff
- \* Checking reimbursement vouchers
- \* Maintaining time and attendance records of staff
- \* Maintaining records on number of meals served

#### Accountant

Responsible for:

- \* Maintaining records on the following:
  - Daily reports, invoices, and bills
  - Cost of food
  - Cost of labor
  - Administrative costs
  - Other costs
  - Program income
- \* Preparing payroll
- \* Purchasing office supplies
- \* Preparing reimbursement vouchers

#### Area Supervisor

This person is in charge of several monitors and reports site deficiencies to the director or his/her assistant.

Responsible for:

- \* Scheduling of visits by monitors
- \* Checking monitors' reports
- \* Preparing weekly summaries of monitoring efforts
- \* Providing ongoing training of monitors
- \* Visiting sites with monitors
- \* Determining need for corrective action

#### Monitor

This is a person who visits sites on a regular basis and observes meal service operations.

Responsible for:

- \* Checking onsite operations to ensure that records are maintained and that the program is operated in accordance with requirements
- \* Visiting all sites within the first week of operations
- \* Reviewing food service operations of all sites within the first 4 weeks of operation
- \* Revisiting sites as deemed necessary
- \* Preparing reports of visits

- \* Suggesting corrective action for problems encountered
- \* Ensuring corrective action is carried out
- \* Conducting onsite training as necessary

#### Site Supervisor

This is a person who is in charge of the program at the site level.

Responsible for:

- \* Making meal arrangements during bad weather
- \* Receiving and accounting for delivered meals
- \* Serving of meals and clean-up
- \* Submitting daily records
- \* Assuring safe and sanitary conditions at the site
- \* Planning and organizing daily site activities

#### Selecting Sites

Sponsors must always visit locations before selecting sites. Locations where site supervisors have had a poor performance record in past programs and were unable to institute corrective action should not be selected for participation. The administering agency may deny approval for such sites.

Sponsors planning a multiple site operation with sites that are not under their direct administrative control should enter into an agreement with the administrator of the individual sites. Such an agreement should list in specific terms the responsibilities of the site administrator in regard to the food service program. This agreement of responsibilities will facilitate taking corrective action in the event the program is not operated in accordance with the agreement. However, this agreement does not relieve the sponsor of the final administrative and financial responsibility with respect to the operation of the program.

When selecting sites, the sponsor needs to consider the adequacy of facilities for onsite meal consumption, availability of holding facilities, site size in relation to anticipated attendance, and the reasonableness of the numbers and types of meals requested. Sponsors should exercise their authority to limit meal service to whichever patterns seem suitable for a particular site.



## TRAINING

### Scope

The training of site and sponsor personnel is not only a program requirement, but is also good management. As with administrative and financial responsibility, training is a sponsor obligation. However, conducting a training session prior to the opening of the program does not mean that training is completed. Weekly or biweekly sessions throughout the summer are essentials of a comprehensive training effort. This ongoing process allows everyone a chance to discuss findings at the sites and enables the sponsor to offer additional training as needed. Regular meetings with site supervisors offer similar opportunities. In addition, monitors should conduct onsite training if they encounter a site supervisor having difficulty with recordkeeping or any other area of food service operations. Sometimes a site supervisor who attends the training sessions may be replaced by a new supervisor. It is then the sponsor's responsibility to ensure that this new site supervisor is trained.

### Training Sessions Required

Sessions must be planned for two different groups of personnel, divided according to areas of responsibility. Office staff, area supervisors, and monitors (sponsor personnel) comprise one group; site supervisors and their assistants make up another. At the very least, two training sessions should be conducted prior to the beginning of the program--one for sponsor personnel and one for site supervisors.

It is important that sponsor personnel attend the site training session so that they know what the site personnel have been told, and so that they become acquainted with the site supervisors they will be visiting throughout the summer. If the services of a vendor are to be used, representatives of the company should be invited to attend such sessions and, possibly, invited to participate in the discussion of menus and delivery schedules. All personnel should receive a letter or flyer announcing the date, time, location and importance of attending the session. This notification will be more effective if followed by a telephone reminder.

### Sponsor Personnel

Sponsors operating a large program must have an office staff which may consist of assistants, accountants, secretaries and clerks, in addition to the staff employed as area supervisors and monitors. Although the sponsor personnel training session will be of primary importance to the monitor, all office staff should attend to gain a general background in program operations. A separate session is advised for training the accounting staff. As a minimum, the following topics should be covered in the session with office staff and monitors:

Training Out-  
line for Spon-  
sor Personnel

Topics

Materials

1. Begin with a general explanation of the program emphasizing the following topics:
  - a. Purpose of the program
  - b. Site eligibility
  - c. Recordkeeping requirements
  - d. Organized site activity
  - e. Meal requirements
2. Describe how the program will operate within the framework outlined in this handbook.
  - a. How meals will be provided
  - b. The delivery schedule (if applicable)
  - c. The recordkeeping forms to be used by site personnel and methods of submission
3. Outline the specific duties of monitors.
  - a. Sites for which they will be responsible
  - b. Monitoring schedule
  - c. Reporting procedure
  - d. Followup procedure
  - e. Office procedures

You will need these materials for this part of the program:

"Sponsor Handbook"  
"Summer Poster"  
"Site Supervisor's Guide"

Menu schedule  
Sample delivery receipts  
Sample daily reporting forms for sites

Monitor report form  
Mileage log

Site  
Personnel

Sponsors must document attendance at the site personnel training sessions and schedule additional sessions for personnel who were absent. Since monitors act as liaison between the sponsor-office level and the site-operational level, their attendance must be requested at the training session for site personnel. The site personnel training session is a logical time to obtain the signatures of site supervisors and assistants who will be responsible for signing daily records. (A signature file should be kept in the sponsor's office for use in reviewing weekly records.) As a minimum, the following topics should be covered in sessions with site supervisors and their assistants. Since this program provides meals meeting exact nutrition standards, it is an excellent focal point for nutrition education. Nutrition education materials may be obtained from the administering agency.



Training Out-  
line for Site  
Personnel

Topics

Materials

1. General explanation of the program
  - a. Purpose of the program
  - b. Site eligibility
  - c. Necessity for accurate records
  - d. Importance of organized activities at sites
2. Site Operations
  - a. Vendor relationship
    - 1) Meal pattern requirement  
type of meal service offered
    - 2) Delivery schedules  
(exact times)
    - 3) Adjusting delivery amount
    - 4) Holding facilities available
    - 5) Who to contact about problems
  - b. Onsite preparation problems
    - 1) Inventory
    - 2) Menu adjustments
3. Recordkeeping
  - a. Daily recordkeeping requirements
  - b. Delivery receipts
  - c. Special problems
    1. Seconds
    2. Leftovers
    3. Spoiled food
  - d. Daily labor time spent on food service
  - e. Collection of daily record forms
4. Monitors
  - a. Duties and authority
  - b. Area of assignment and introduction to site supervisors
5. Miscellaneous
  - a. Inclement weather
  - b. Unauthorized adults eating

"Sponsor Handbook"  
(for instructor's use)  
"Monitor Handbook"  
(for instructor's use)

"Site Supervisor's Guide"  
(for each supervisor)  
Menus

Monitor's name and telephone  
number

Inventory forms

Sample forms

Monitoring form

Sponsor policy  
Instruction

TopicsMaterials

- c. Discipline problems
- d. Equipment, facilities and materials available for organized recreational activities
- e. Trash removal

**Monitors**

A sponsor with multiple sites must regularly monitor those sites to ensure that all program regulations are enforced. Regulatory violations at the site level may lead to reduced reimbursement. An efficient and capable monitoring staff is essential. The monitor(s) must not be mere collection agents for records. They must understand and be able to enforce program requirements, and must spend enough time at each site to review all pertinent operations.

The monitors' authority and responsibility should be made clear to the monitoring staff, site supervisors and office personnel. In vended programs, the monitor should ensure that necessary increases or decreases in the number of delivered meals are made, if the site supervisor has failed to do so. The monitor should also have available additional copies of the necessary forms, site supervisors' guides, and summer posters to give to sites as needed.

The sponsor must design a system for handling monitor reports. These reports should be returned to the sponsor frequently, ideally every day. They would be immediately reviewed by a specific member of the sponsor's staff, who will be responsible for following up on any problems, either with the monitor or directly with the site supervisor. A system should be established to ensure timely follow up of deficiencies at the site level. Depending on the seriousness of the deficiency followup should be done within specified time frames.

The monitors should begin work several days before sites open. If possible, they may be used to complete the required pre-operation visits. This will allow them to familiarize themselves with the locations and personnel of the sites.

Since monitors serve as a vital link between the sponsor level and the site level, they should be present at both the site and sponsor training meetings, to ensure their grasp of operations at both levels. The monitors' handbook will outline their duties and responsibilities. Additional training will be necessary regarding the specific functions required by the sponsor. They should also become familiar with the Site Supervisor's Guide.

**Training  
Outline for  
Monitors**
TopicsMaterials

- |   |                     |
|---|---------------------|
| 1. Outline the specific duties of monitors  | Monitor handbook    |
| a. Sites for which they will be responsible |                     |
| b. Monitoring Schedules                     | Monitor report form |
| c. Reporting procedures                     |                     |
| d. Followup procedures                      |                     |

Mileage log



<u>Topics</u>	<u>Materials</u>
e. Office procedures	
f. Local sanitation and health laws	
g. If necessary (as in some urban areas), safety considerations	
h. Nutrition education	

#### ADMINISTRATIVE PROCEDURES

##### Application

A list of application requirements cannot be all-inclusive since variations occur with each administering agency and with the nature of particular food services. However, the following list indicates the basic application requirements that will need to be satisfied. The reference section of this handbook contains sample sponsor and site application forms which may be used by the administering agency.

- \* Sponsor application (with management plan including proposed budget and staffing).
- \* Site information application for each proposed site including documentation of eligibility criteria or documentation of the number of children enrolled eligible for free or reduced-price school meals.
- \* Signed program agreement.
- \* News release on nondiscrimination policy and accessibility of program.
- \* Extent of program payments needed, including a complete administrative budget and requests for advance payments and start-up payments, if applicable.
- \* Certification of training program for sponsor and site personnel.
- \* Synopsis of the invitation to bid, or the proposed agreement with school food authority, and plans for advertisement, if appropriate.
- \* Letter of engagement with CPA firm if more than \$50,000 is anticipated in program reimbursement, *(Sponsors may use independent State or local government accountants if they meet this requirement)*.
- \* Proof of tax-exempt status if the sponsor is a nonpublic entity.

The administering agency will review and determine whether the application will be approved. If approved, the sponsor must keep all signed materials as part of his records. The program agreement should be examined carefully as it is a binding, legal document which specifies the responsibilities of all parties concerned.

The administering agency must negotiate administrative costs with the sponsor. Such negotiable costs categories will be stipulated

in the approved agreement returned to the sponsor. Any changes in expenditures falling within this category must be discussed with and approved by the administering agency in order to be eligible for reimbursement.

#### Communications

To ensure efficient administration, internal and external channels of communication must be established. Internally, discussing job descriptions and explaining the organizational structures enables staff members to understand their own responsibilities as well as those of their co-workers.

A communications network should include a system for talking to the administering agency, the vendor or onsite preparation manager, the in-office staff members, monitors, and site personnel. As a minimum, the sponsor and site personnel must have daily telephone contact to allow timely changes in the number of meals ordered, immediate reporting of meal deficiencies, and efficient requesting of desired menu changes.

The administering agency will be communicating with the sponsor representative in writing and by phone during the approval procedure. Once the application is approved, the administering agency will help arrange the final operational details of the program. Representatives from the administering agency and USDA officials will review the program during the summer and offer problem-solving assistance in this and other areas.

#### Planning Checklist

The following program director's planning checklist is intended as a suggested management tool to give an orderly and comprehensive overview of administrative procedures. Although this checklist may not be all inclusive for every type of food service, its use as a program aid is highly recommended.

<u>Date Completed</u>	<u>Action Taken</u>
1. _____	Survey community for areas of need; begin choosing possible sites and compiling written documentation of need for each.
2. _____	Meet with community leaders, if possible, for assistance in determining suitable site locations.
3. _____	Contact local schools concerning the possibility of vending meals for the programs.
4. _____	Contact recreation departments, schools and local service organizations to coordinate recreational activities with food service at sites.



Date CompletedAction Taken

5. \_\_\_\_\_ Contact reliable former site supervisors to determine if they have a continued interest in the program.
6. \_\_\_\_\_ Attend workshops offered by State or Federal (USDA) personnel.
7. \_\_\_\_\_ Hire a secretarial staff to assist the program director.
8. \_\_\_\_\_ Develop specifications for the invitation to bid (if applicable).
9. \_\_\_\_\_ Publicly advertise the bid, at least 14 days prior to bid openings.
10. \_\_\_\_\_ Develop budget and staffing plans for the program.
11. \_\_\_\_\_ Secure a letter of engagement with an independent CPA, or State or local government accountant for programs over \$50,000.
12. \_\_\_\_\_ Solicit volunteer help at sites whenever possible.
13. \_\_\_\_\_ Hire an assistant program director, if necessary.
14. \_\_\_\_\_ Design forms or use sample forms in this handbook for all aspects of program operations.
15. \_\_\_\_\_ Set up a filing system for documents which must be maintained for 3 years.
16. \_\_\_\_\_ Obtain individual child data for camps for children eligible for free or reduced-price school meals.
17. \_\_\_\_\_ Notify the health department of the intention to operate a food service program, giving a list of sites to be served.
18. \_\_\_\_\_ Submit a completed application with accompanying documents to the administering agency. Include all attachments as requested by the administering agency.

19. \_\_\_\_\_ Use proper procedures to select a registered vendor (if applicable).
20. \_\_\_\_\_ Meet the vendor and develop delivery schedules (if applicable).
21. \_\_\_\_\_ Hire monitors and site supervisors.
22. \_\_\_\_\_ Hold training workshops for monitors and supervisors.
23. \_\_\_\_\_ Obtain signatures from site personnel.
24. \_\_\_\_\_ Advertise the program and the nondiscrimination policy in local media.
25. \_\_\_\_\_ Finalize monitoring schedules and any emergency procedures.
26. \_\_\_\_\_ If program is over \$50,000, begin plans for management letter from an auditing firm.

Monitor  
Operations  
*Reports*

Regulations require that sponsors visit all food service sites at least once during the first week of operation and that prompt action be taken to correct deficiencies. In addition, all sites must be thoroughly reviewed at least once during the first 4 weeks of program operations. Records for each site visit, each review, and any followup visits must be documented and maintained on file. Monitoring must continue throughout the program at a level sufficient to ensure compliance with program regulations.

Sponsors must have a monitoring schedule to ensure that all sites are covered, a monitoring form to ensure that all facets of site operations are checked, a reporting system from the monitors to the office staff to inform them of problem areas and a followup procedure to ensure that corrective actions are taken. Multisite sponsors will need to develop detailed methods for monitoring and maintaining the resulting report system. Sample forms to cover most monitoring activities are included in section 5.

Site reviews and visits by monitors are vital functions of sponsor operations. A site review requires the monitor to observe at least part (preferably all) of the meal service to determine if program requirements are being met. Without this direct link between the sponsor headquarters and the actual food services, no program can function adequately.



The monitor review form includes information concerning the adjustment of meal orders on a regular basis, menu adjustments as necessary, problems in regard to recordkeeping, and delivery schedule problems. This report is an accurate means of determining the ability of the monitor to perform prescribed duties.

Additional monitor training may be necessary if:

- \* Comments are not included in the remarks section of a report.
- \* The number of meals delivered or served and the number of children in attendance are always the same.
- \* Comments by site personnel are not included.
- \* Action recommended, if any action to correct deficiencies is not noted.
- \* Adjustments in meal orders are not recommended when the number of meals exceeds attendance.

#### Site Reports

Daily site reports may be collected either daily or weekly. A sponsor may wish to have the monitor pick up the site report on a designated day or may ask the site supervisor to mail it to the sponsor office periodically. Whatever method is selected, it is important to collect the reports on a frequent, uniform basis to minimize the possibility of losing these reports. The site's copy of the daily delivery invoices should be collected at a regular time, checked for the signature of the site supervisor, and checked for agreement between the figures entered on the site report and those on the vendor's reports. Any discrepancies should be resolved immediately by contacting the site supervisor and vendor representative. Written evidence of the resolution of any discrepancy should be obtained from the appropriate source.

#### Reimbursement Claim

Although vended and onsite operations will be discussed in detail later, this section would not be complete without a brief introduction to the manner in which a food service is funded. As previously noted, a claim for reimbursement must be filed monthly, as a minimum. The sponsor assumes complete responsibility for information submitted on the claim. Claims for reimbursement must include data in sufficient detail to

justify the reimbursement claimed and to enable the administering agency to provide the required information for program reports. Claims must be filed monthly by the 10th day following the period of operations covered by the claim. If the program extends only into the first 10 operating days of the last month, all operational data for that month must be included on the voucher of the previous month. Administrative costs should take into account all salaries paid throughout the program including salaries paid to personnel retained for the purpose of closing the program (usually the director, a secretary, and an accountant), and all other expenditures incurred up to and related to the termination of the program.

All records should be compiled and deposited in a safe place. They must be retained for a period of 3 years after the end of the fiscal year to which they pertain. Such records must be accessible to Federal officials for audit and review.

Evaluation of the program upon its completion is necessary. The following format is suggested for such an evaluation:

- \* Sponsor Personnel--Evaluate the size and efficiency of the staff.
- \* Site Personnel--Evaluate the ability of site personnel to control and supervise the program at the site level.
- \* Food Preparation--Evaluate the major facets of food preparation, as well as the quality and variety of foods offered within meal requirements.
- \* Organization--Evaluate the administrative structure of the organization.
- \* State Agency or FNS Regional Office--Evaluate the relationship between the sponsoring agency and the administering agency, noting the adequacy of training efforts, availability of guidance and information, and the availability of assistance.



## MEAL REQUIREMENTS

### Meal Patterns

The goal of every Summer Food Service Program for Children should be to serve nutritionally adequate, wholesome, and appetizing meals to children. Careful planning is necessary to meet this goal. Meal requirements set for this program assure well-balanced, nutritious meals that supply the kinds and amounts of food children need to help meet their nutrient and energy needs. The following are minimum requirements for each meal:

### Breakfast

\*Fluid Milk--1/2 pint (1 cup)  
\*Fruit or Vegetable or Juice, full strength--1/2 cup  
\*Bread or Cereal (one of the following or a combination to give equivalent quantities):  
Bread, or bread equivalent, whole-grain or enriched--1 slice  
Cereal, whole-grain or enriched or fortified--3/4 cup (volume) or 1 ounce (weight), whichever is less

### Snack Supplemental Food)

(Two of the following):  
\*Fluid Milk--1/2 pint (1 cup)  
\*Juice or Fruit or Vegetable (one of the following or combination to give equivalent quantities):  
Vegetable or fruit juice, full strength--8 fluid ounces of full strength fruit or vegetable juice (juice shall not be served when milk is served) or 1 cup of fruit or vegetable  
\*Meat or Meat Alternate--1 ounce  
\*Bread or Cereal (one of the following or a combination to give equivalent quantities):  
Bread, or bread equivalent, whole-grain or enriched--1 slice  
Cereal, whole-grain or enriched or fortified--3/4 cup (volume) or 1 ounce (weight) whichever is less

### Lunch or supper

\*Fluid Milk--1/2 pint (1 cup)  
\*Meat or Meat Alternate (one of the following or combination to give equivalent quantities): Cooked lean meat, poultry, or fish--2 ounces, cheese--2 ounces, egg--1, cooked dry beans or peas--1/2 cup, or peanut butter--4 tablespoons  
\*Vegetable or Fruit--3/4 cup of two or more (full-strength vegetable or fruit juice may be counted as not more than 1/4 cup of this requirement)  
\*Bread, or Bread Equivalent, whole-grain or enriched--1 slice

### Other foods

Other foods, such as butter or fortified margarine, spreads, desserts, etc., which are not a part of the requirement, should be included to improve acceptability, and provide additional calories and nutrients.

### Quantity Adjustment

The quantities of food specified in the meal pattern are approximate amounts of food to serve 10-to 12-year-olds.

Greater or lesser amounts of these foods may be served if participating children are older or younger, and if the sponsor has the capability of controlling portion size to ensure that variations are in accordance with the age levels of the children served. Remember that meals not served as a complete unit are not eligible for reimbursement.

#### DESCRIPTION OF FOOD COMPONENTS

##### Milk

Milk means fluid types of pasteurized whole, lowfat, skim, or cultured buttermilk, flavored or unflavored milk which meet State and local standards. Fluid, evaporated, or dry milk used in preparation of soups, puddings, baked products, and other foods may not be counted as meeting the milk requirement. Such foods do add to the total milk intake of children, however, and are encouraged. At breakfast, milk may be served as a beverage, on cereal, or used in part for each purpose. At lunch and supper, milk must be served as a beverage. Milk is also a good beverage to use for mid-morning or mid-afternoon snacks. If only snacks or a meal and two snacks are served at a center, it is a good idea to include milk in at least one snack. Milk provides calcium and riboflavin, some protein, vitamin A, vitamin D (if fortified), phosphorus, and other nutrients.

##### Meat or Meat Alternate

Meat or meat alternates must be served at lunch and supper (and may be served as part of the snack) in the amounts specified in the meal pattern requirements. A serving of cooked lean meat (beef, pork, lamb, veal), poultry, fish, cheese, cooked dry beans or peas, an egg, or an equivalent quantity of peanut butter may be used to meet this requirement. A combination of any of these foods may also be served as the meat or meat alternate. For example, a peanut butter sandwich and deviled egg may be served as the meat alternate in a meal, or ground meat and cheese (meat and meat alternate) combined in a casserole also meet the requirement. These foods may be served as the entree (main dish) or the entree and one other menu item.

A serving of cooked meat is defined as lean meat without bone. A serving of cooked chicken or turkey includes meat and skin as normally served unless otherwise indicated. When cooked dry beans or peas are counted as part of the meat alternate requirement, they cannot be counted toward meeting the vegetable/fruit requirement as well.

To improve the nutrition of children, meat or a meat alternate should be included at breakfast as often as possible. Eggs, cheese, and peanut butter may be



served as such or used in preparation of breads, such as cheese biscuits or peanut butter rolls. Children enjoy cheese cubes or sticks, peanut butter on bread or crackers, meat cubes, and other protein-rich foods at snack time. Snacks between meals provide excellent opportunities for introducing unfamiliar meats or meat alternates to children.

One ounce (dry weight) of protein-fortified, enriched macaroni-type foods may be counted as meeting 50 percent of the meat or meat alternate requirement only when served with cheese, meat, poultry, or fish. Textured vegetable protein products may be counted as meeting part (30 percent) of the meat and meat alternate requirement when combined with water and served in combination with meat, poultry, or fish. Protein-fortified, enriched macaroni-type foods and textured vegetable protein products must meet USDA specifications. For detailed information and assistance on the proper use of these two products, contact the administering agency.

Fruits  
and  
Vegetables

Meat and meat alternates, as a group, provide protein, iron, B vitamins (thiamin, riboflavin, niacin), and other nutrients. Fruits and vegetables which are simply prepared and easy to eat are the most practical to serve in the Summer Food Service Program for Children. Fruits and vegetables as a group provide most of the vitamin C and a large share of vitamin A in meals. They also supply iron as well as other vitamins and minerals. In selecting items for the menu, include foods which are good sources of these vitamins and minerals in at least one meal or snack each day. (See section 5, for the foods rich in iron and vitamins A and C.)

A serving of cooked vegetable means a drained vegetable as usually served. A serving of cooked fruit consists of fruit and juice. A serving of thawed frozen fruit is fruit and the juice that accumulate during thawing.

At breakfast, a serving of fruit or vegetable or full-strength fruit or vegetable juice is required. Breakfast is an excellent time to serve vitamin C foods. Citrus fruits or juices such as orange or grapefruit are excellent choices. Other good choices are tomato juice, strawberries, and cantaloupe (when in season). Dried fruit may also be served. Dried apricots, raisins, and prunes provide variety in menus and are rich in iron.

To meet program requirements for lunch and supper, two or more vegetables or fruits must be served at each meal. A - serving (one-fourth cup or more) of full-strength vegetable or

fruit juice may be counted towards meeting no more than one-fourth cup of the vegetable or fruit requirements.

For variety, full-strength fruit or vegetable juices, fruits, or vegetables, may be served in place of milk for snacks between meals. Snack time is a good time to introduce new vegetables and fruits to children. A vegetable or fruit may be offered for tasting in addition to a snack of milk and enriched crackers. Beverages made from fruit juice drinks, fruit flavored powders and syrups, or fruit punch do not meet program requirements.

#### Bread and Cereals and Equivalents

Bread and bread products provide some of the B vitamins (thiamin and niacin), minerals (especially iron), and calories. Breads or bread equivalents must be enriched or made of whole-grain or enriched flour or meal to meet the bread requirement of this program. Refer to section 5 for guidelines on acceptable bread and bread products. *equivalents*

At breakfast, a serving of enriched or whole-grain bread; or a serving of cornbread, biscuits, rolls, or muffins made from enriched or whole-grain meal or flour; or a serving of enriched or whole-grain or fortified cereal; or a combination of bread and cereal may be served.

For mid-morning and mid-afternoon supplements, a serving of enriched or whole-grain bread; or enriched or whole-grain or fortified cereal; or an equivalent serving of cornbread, biscuits, rolls, muffins, crackers, or cookies, made of enriched or whole-grain meal or flour, may be served. Hot breads such as rolls, biscuits, cornbread, muffins, or raisin bread, add variety and appeal as well as nutrients to meals for children.

At lunch or supper, a serving of enriched or whole-grain bread is required. An equivalent serving of cornbread, or whole-grain meals or flour may be substituted.

Cereal may be served at breakfast or as a mid-morning or mid-afternoon snack, but it may not be used in place of bread at lunch or supper. Acceptable "fortified grain-fruit products" meeting FNS alternate food regulations and USDA specifications may be used at breakfast and for midmorning or midafternoon snacks to provide the bread and fruit requirement. These products are intended for use where kitchen facilities are not available for preparing and serving the regular breakfast or snack menu. Enriched cookies may not be served as bread equivalents at breakfast, lunch, or supper.



Other  
Foods

Other foods which are not a part of the meal pattern requirements may be served at all meals to improve acceptability, satisfy the children's appetites, and, if wisely chosen, to increase the nutritional quality of the meal.

A serving of butter or fortified margarine may be used as a spread for bread or as a seasoning in food preparation, providing additional calories and vitamin A, as well as enhancing flavor and increasing acceptability.

Desserts served at lunch and supper may assist in meeting nutritional needs. For example, cakes and other baked products made from enriched flour supply iron and B vitamins. Ice cream and other desserts made from milk furnish calcium as well as other nutrients. Enriched or whole-grain products such as enriched macaroni, rice, noodles, and spaghetti served at lunch or supper not only add variety to menus but also furnish minerals, vitamins, and calories. Bacon, jams, jellies, honey, and syrup may be served occasionally at breakfast to add variety. Their contribution, however, is primarily calories.

Points to  
Remember

The following points should be remembered in planning menus to meet meal patterns:

- \*Cheese and luncheon meats may be used in combination (1 ounce of cheese and 1 ounce of meat) to meet the meat or meat alternate requirement.
- \*Serving 2 tablespoons of peanut butter and 1 ounce of meat or cheese is another way to meet the meal requirement. Peanut butter may be served with soda crackers, graham crackers, or on white or whole wheat bread. When the peanut butter is served on eight soda crackers, three graham crackers, or on at least one slice of bread, the bread requirement will also be fulfilled.
- \*Full-strength juices may be credited as part of the vegetable/fruit requirement. Although only one-fourth cup of juice may be credited towards the three-fourths cup requirement, the suggested serving size for juice is one-half cup.
- \*A blend of full-strength juices may be used, such as orange and grapefruit.

\*Two fruits or vegetables may be used as the vegetable/fruit requirement, but they must be two different kinds--such as apples with oranges, plums with bananas, tomatoes with green beans, and potatoes with carrots.

\*Two forms of the same vegetable or fruit, such as a whole orange and orange juice, cannot be served in the same meal and counted as the three-fourths vegetable/fruit requirement. Variety of vegetables and fruits is necessary to ensure a nutritionally well-balanced meal.

\*Potato chips and sticks, catsup, jams, and jellies cannot be counted as vegetables or fruits. They may be served only to add appeal to menus.

\*Macaroni products, noodles, and rice may not be counted towards meeting the vegetable/fruit or bread requirements.

\*Sweet-type foods such as cake and pie crust, which are customarily served as dessert items, cannot be counted as bread requirement.

\*Snack-type foods such as popcorn, hard pretzels, corn chips, and other extended or shaped items made from grain cannot be counted as bread.

\*Small amounts of onions, pickles, relish, and other extras used as garnishes or for appeal should not be credited toward the vegetable/fruit component.

\*Cookies may not be used for the bread requirement at breakfast, lunch, or supper.

\*Doughnuts may not be counted towards the bread requirement at lunch, supper and snack.

#### RECORDKEEPING REQUIREMENTS

##### Retention of Records

All records must be kept for 3 years after the end of the fiscal year in which the program operated. For example, records for the summer of 1978 must be kept until October 1, 1981. If any audit findings are still not resolved by the end of the 3-year period, the records must be kept as long as required to resolve all questions raised by the audit. These records must be readily available, upon request, to auditors and representatives of the administering agency or USDA. An organized filing system that permits rapid access to required records should be established.



Types  
of  
Records

To justify claims for reimbursement, the following records must be maintained:

- \*Participation figures
- \*Food service costs
- \*Labor costs
- \*Equipment and space costs
- \*Menu records
- \*Other costs
- \*Administrative costs
- \*Program income

Detailed information on each of these categories is included in this section. Some costs may require advance approval from administering agencies. All claimed costs must be documented. Failure to maintain adequate records may result in less reimbursement than anticipated. A checklist of all records that must be kept is included in section 5.

Daily  
Site  
Records

Daily site records must be based on actual counts taken at each site. Suggested site record forms are included in section 5. Site records must include:

- \*Count of children in attendance at each site.
- \*Count of meals prepared or delivered, by type (breakfast, snack, lunch, supper).
- \*Count of complete meals served to eligible children, by type.
- \*Count of meals served to adults, by type.

Non-allowable  
Reimbursements

Reimbursement may not be claimed for:

- \*Meals served to non-program adults.
- \*Meals that do not meet meal requirements.
- \*Meals not served as a complete unit.
- \*Meal patterns or types not approved by administering agencies.

\*Meals served at sites not approved by administering agencies.

\*Meals consumed offsite.

\*Meals served outside of approved time frames.

\*Meals served to ineligible children in camps (those not meeting the family-size and income guidelines for free or reduced-price school meals).

Food Service  
Costs

The allowable food service costs are the cash payments made by the sponsor for the preparation and service of meals. These costs include food, labor, nonfood supplies, and equipment and space for the food service. An expanded explanation of each of these costs is presented in the following paragraphs.

Food  
Costs

Food costs include the following:

\*The cost of purchased food used. These costs must be based on inventory records. They do not include the value of USDA-donated foods.

\*The cost of processing, distributing, storing, and handling any food purchased for or donated to the program. These costs must be supported by invoices and receipts.

\*The cost of unitized meals purchased from a vendor and served to children. These costs must be supported by delivery receipts and invoices.

\*Food service cost in camps (food service cost for meals served to ineligible children in camps may not be claimed). Only costs for meals served to eligible children may be claimed. Eligible food service cost can be determined by applying the percentage of eligible children to the various food service costs categories.

Labor  
Costs

Labor costs are limited to wages and related expenses paid for time spent in the food service operation at the site level and in central food preparation areas operated by the sponsor. Only time spent in activities related to the Summer Food Service Program for Children and paid for by the sponsor may be counted as a labor cost. These costs must be supported by payroll and time and attendance records reported to the administering agencies. Time records may be included



on site records (see section 5 for sample forms). Labor costs include the following:

- \*Gross wages paid to personnel involved with preparing and serving meals, including clean-up.
- \*Gross wages paid to site personnel for supervision during delivery of food and during meal service.
- \*Meals provided at no cost to site staff members, if authorized by the administering agency.
- \*The employer's share of social security taxes and unemployment compensation.
- \*Allowable fringe benefits provided to employees by the sponsor.

Nonfood  
Supplies

Nonfood supplies must be directly related to the food service program. Invoices and receipts for supplies received must be kept on file. Nonfood supplies include such items as:

- \*Paper goods, straws, and disposable dishes and eating utensils.
- \*Dishwashing and cleaning supplies.
- \*Food wraps and food storage containers.

Equipment  
and  
Space

Equipment and space costs must be supported by invoices, receipts, and rental agreements. They include:

- \*Rental of equipment used in preparation and serving of food.
  - \*Minor repairs to food service equipment (only if equipment is listed on approved equipment list).
  - \*Rental of food preparation and cafeteria facilities approved in advance by the administering agency.
  - \*Charges for opening and closing school food service facilities.
  - \*Charges for usage of food service equipment owned by the sponsor and approved in advance by the administering agency.
  - \*Utilities for food service facilities and garbage removal fees.
- 9

## ADMINISTRATIVE COSTS

### Definition of Administrative Costs

Administrative costs include, within reasonable limits set by the administering agency, cash expenditures for planning, organizing, and managing the food service program. These costs must be substantiated by appropriate invoices, receipts, rental agreements, payroll and time records, reports to Federal and State governments, and mileage records. Only time spent in activities related to the administration of the food service program and paid for by the sponsor may be counted as administrative costs. Although some activities may overlap, the following list of possible administrative costs should be helpful.

### Planning Costs

Planning the program may include costs for:

- \*Time and travel expenses related to site visits.
- \*Assessing community needs and support.
- \*Developing budget and staffing plans.
- \*Preparing documents required by the administering agency.
- \*Negotiating a written agreement with the administering agency.

### Organizing Costs

Organizing the program may include costs incurred in:

- \*Hiring and training employees.
- \*Procuring facilities and equipment.
- \*Negotiating contracts with food service management companies or agreements with local schools.

### Managing Costs

Managing the program may include such costs as:

- \*Salaries of administrative personnel and of secretaries, accountants, and other personnel necessary to support administrative activities.
- \*Rental of office space and equipment.
- \*Communication expenses, including telephones.
- \*Office supplies.



\*Transportation expenses incurred by monitors when reviewing site operations.

\*Audits by CPA firms or independent State or local government accountants and legal fees.

\*Insurance and indemnification premiums.

Unallowable  
Costs

Costs that are not allowable under any category include:

\*Costs of purchasing land, acquiring or constructing buildings, or making alterations to existing buildings.

\*Costs of purchasing nonexpendable equipment, whether food service, office, automotive, or any other kind of equipment or costs of repairs to any equipment that materially increase the value or useful life of the equipment.

\*Use allowance for buildings or any kind of equipment except food service equipment, and use allowance for food service equipment that is not specifically permitted in the sponsor's written agreement with the State agency. No equipment purchased with Federal assistance may have a use allowance applied. Use allowances may not be applied to idle equipment.

\*Fees, when such fees are credited to the final purchase price of equipment or space, which result from written or verbal contractual arrangements for rental-purchase or lease of equipment or space with an option to purchase. Rental fees claimed by a sponsor for equipment owned by that sponsor or sub-elements of its organizations, or other rentals not provided for in the budget or written agreement.

\*Value of donated food, cash, labor, space, and land used, except that a use allowance can be authorized on donated non-expendable equipment.

\*Administrative costs not included in the approved sponsor budget, or amendments subsequently submitted and approved.

\*Food service costs in sponsoring organizations qualifying as camps, for meals served to children who are not eligible to receive their meals free or at a reduced price during the regular school year.

\*Interest or other financial costs.

\*Costs or proration of costs which result from the sponsors maintenance of a legal staff nor legal expenses for prosecution of claims or other legal actions against the Federal government or the State agency responsible for disbursement of program funds to the sponsor.

\*Fines and penalties.

\*Bad debts.

#### Income

Income accruing to the food service program includes all funds received from State, local, and other sources except program advances or reimbursement. These funds must be designated specifically for the food service program. Records reflecting income may include deposit records, voucher stubs, or receipts. Sources of funds earmarked for food service and counted as income include:

\*Monies received from Federal, State, intermediate, or local governments.

\*Income from sale of meals to adults.

\*Cash donations or grants from benevolent organizations or individuals.

\*Interest earned on Federal advance payments and start-up payments. (Such interest will be deducted from the amount due to the sponsor and returned to the Federal government.)

#### REIMBURSEMENT PROCEDURES

#### Reimbursement Claim Form

The sponsor must regularly collect data from all sites on the number of meals by type served to children. All this data has to be compiled and included on the monthly reimbursement claim form.

In addition, the sponsor must compile information on the cost of food used during the month, the cost of labor, and other costs directly related to the food service, as well as those which relate to the administration of the food service program. These costs also go on the claim form.

Finally, the amount of income accruing to the program must be calculated and put on the claim form. Then the form must be signed and sent on to the administering agency.

17



Reimbursement  
Rates

The amount of reimbursement to be paid to the sponsor is determined by the administering agency. It is calculated in the following manner and based on the rates as indicated. As of March 1, 1978, the following rates are in effect:

\*For a lunch or supper, 92.75 cent.

\*For a breakfast, 51.50 cents.

\*For a snack, 24.25 cents.

Estimating  
Reimbursement

The following steps illustrate how the sponsor can estimate the amount of reimbursement due him or her:

1. Reimbursement for net program costs is computed by multiplying the number of meals, by type, served to children times the applicable reimbursement rates for net program costs. This dollar figure is compared to the cost incurred for costs of food service, less any income accruing to the program. The lesser amount is the reimbursement for which the sponsor is eligible.
2. The total reimbursement for administrative costs shall not exceed the lesser of: (1) the approved administrative budget and any amendments to it as approved by the administering agency or (2) the actual amount incurred for administrative costs, or (3) the per-meal administrative rates times the number of meals served by type to eligible children.
3. The lesser amounts from steps 1 and 2 are combined for a potential reimbursement figure. This amount minus any start-up and advance payments will be paid. If any interest was earned on start-up or advance payments, the interest will be deducted from the sponsor's reimbursement check and returned to the Federal Treasury. Detailed worksheets to assist in calculating anticipated reimbursement are included in section 5.

## SELECTING A VENDOR

### Reasons for Using a Vendor

Generally, onsite preparation of meals means better quality, better control, and better acceptance by the children. However, several factors should influence a sponsor's decision to employ a commercial vendor. These may include the cost of producing the meal onsite, the large number of meals required, limited personnel or transportation for delivery of meals, a type of site unsuited to meal preparation, or a large number of sites spread over a wide geographical area.

### Using School Food Service Facilities

Before inviting vendors to bid on a program, sponsors must contact their local school food service authority about the possibility of using school facilities to prepare meals, or of obtaining meals under agreement from a school. Local public or private schools are usually a good meal preparation source since they do volume preparation and are accustomed to preparing meals which meet USDA requirements. When exploring a school meal service, sponsors should consider whether an adequate delivery service to sites can be established which will not be prohibitive in cost, yet will meet local health and sanitation requirements. Sponsors able to utilize local school food service facilities must enter into a written agreement with the school.

### Using Commercial Vendors

If contracting with a local school is not possible, contracting with a vendor (or other commercial enterprise) for the preparation and delivery of meals may be considered. In fact, a sponsor may employ a food service management company to operate its entire food service. The sponsor remains, however, legally responsible for seeing that the feeding operation meets all requirements specified in the agreement signed with the administering agency.

### Vendor Registration

Only vendors registered with the administering agency may be used. A list of registered vendors should be obtained from the administering office as soon as possible.

### Contract Procedure

Sponsors entering into a contract with a vendor must use the standard form of contract established by the administering agency. The standardized contract protects both sponsor and vendor. Sponsors which are public institutions, sponsors desiring to contract only for the management of the program, and sponsors whose contract with a vendor will not exceed \$10,000 may use their own form of contract if the contract is submitted and approved by the administering agency. The importance of the



contract procedure should not be underestimated. The competitive bid procedures are very strict and are required of sponsors whose contracts will exceed \$10,000. If these procedures are not adhered to, the program may be terminated and future participation seriously jeopardized. Careful planning at every stage of the contract procedure will ensure that the sponsor can provide a quality meal service with enough flexibility to draw high participation all summer.

#### BID PROCEDURE

##### Bonding

All sponsors contracting for \$10,000 or more must adhere to the bid requirement and procurement standards set forth in the regulations governing the program. The objective of these rules is to ensure maximum open and free competition. If the proposed contract is for more than \$100,000, at the time the bids are submitted, a bid guarantee from each bidder equivalent to 5 to 10 percent of the bid price as stipulated by the sponsor is required. The bid guarantee must consist of a firm commitment, such as a bid bond, certified check, or other negotiable instrument accompanying a bid. This acts as assurance that the bidder will, upon acceptance of his bid, complete the required contractual documents within the time specified. (Vendors must obtain bid bonds from surety companies listed in the current Department of Treasury Circular 570.)

##### Unitized Meal Delivery

Bid specifications must ensure the quality of meals and must restrict bidders to vendors who will themselves assemble unitized meals, with the exception of milk. This means that all components of each individual meal must be assembled as a unit by the vendor. Milk, however, may be delivered separately. Requests for exceptions to unitizing certain components of a meal may be submitted in writing to the administering agency. Examples of exceptions would include fruit or vegetable juice and a meal combining hot and cold components. Such things as bulk delivery to sites may not be allowed as an exception to the unitized meal requirement. Vendors may wish to secure certain food items from commodity distributors. This is permissible as long as the vendor assembles unitized meals for delivery to the site. The purchase of products, such as sandwiches or fruit-filled bakery specialties which meet more than one of the meal component requirements, is also permissible when delivered to sites in unitized meals. This unitized meal requirement does not apply to snacks.

## Subcontracts

A vendor may not subcontract with another company for the total meal, with or without milk, or for the assembly of the meal. The variation between contracted and subcontracted meal prices is an unnecessary expense which contributes nothing to program goals. Furthermore, subcontracting places the company immediately responsible for the quality and supply of meals beyond the direct contractual control of the sponsoring organization.

## Bid Procedure

A competitive bid procedure must be conducted if the proposed contract will total more than \$10,000. The standard bid procedure consists of the following basic steps, which are further clarified in the paragraphs below:

1. Publishing an announcement of the proposed contract.
2. Supplying all companies which respond with bid specifications.
3. Opening the bids publicly.

## Invitation to Bid

Sponsors must adhere to the following requirements when inviting bids for food service:

- \* The invitation to bid cannot specify a minimum price.
- \* The invitation to bid must contain a cycle menu approved by the administering agency upon which the bids shall be based.
- \* The invitation to bid must contain food specifications and meal quality standards approved by the administering agency upon which the bid shall be based.
- \* The invitation to bid must not specify special meal requirements to meet ethnic or religious needs, unless it can be demonstrated that such special requirements are required for the children to be served.
- \* The invitation to bid cannot provide for loans or any other form of monetary value or term or condition to be made to sponsors by vendors.
- \* Nonfood items must be excluded from the invitation to bid, except where such items are essential to the conduct of the food service (such as condiments-salt, pepper, spreads; eating utensils; and napkins).
- \* A copy of the health certification on the proposed food preparation facility must be submitted by the vendor with each bid.



Meal  
Specifications

Because the specifications of the invitation to bid must contain a cycle menu on which vendors must bid, sponsors will need to carefully plan a series of quality meals which will be appetizing and meet all requirements listed in section 2 of this handbook. Sponsors are not restricted to the minimum requirement, however. The meal pattern may be improved to increase the variety and appeal of menus and meet any particular nutritional needs of the children. Specifications should be so worded and in such detail that all bidders will have an equal chance to compete on the same menu. The specifications should also indicate under what conditions substitutions may be made by the vendor if, during the course of the program, certain specified foods are unavailable or become prohibitive in price. (Cycle menus lasting 2 or 3 weeks are one way to provide variety and avoid repetition in food service. A sample 15-day cycle of sandwich menus is included in section 5 of this handbook. Cycles of hot meals are also illustrated there and sponsors may find it advantageous to familiarize themselves with the contents of section 3, "Onsite Preparation" before attempting to plan a menu cycle. For additional assistance in menu planning, contact the FNS Regional Nutrition and Technical Services Staff or the administering agency. Local members of the Cooperative Extension Service, American Dietetic Association, American Home Economics Association, or dietetic interns are also available to help in menu planning.) Potential bidders may not participate in preparing the meal specifications.

Public  
Announcement

Sponsors should follow State or local laws regarding the announcement of the proposed contract. Regulations require that in the absence of any State or local law, the announcement of the proposed contract be published no less than 14 days prior to the opening of the bids. Sponsors should advertise the contract for bid in the newspaper with the largest circulation in the area. Administering agencies may require that the sponsor submit the entire newspaper page containing the advertisement from each paper in which it appears.

Sponsors may also be required to send a letter announcing the contract to the largest local school food authority, and to submit a copy of this letter to the administering agency. If the sponsor chooses to send additional letters of announcement, a complete list of recipients, together with a copy of the form letter may be required by the administering agency. The administering agency also may wish to require submission of a list of all companies that requested bid specifications. Administering agencies may want photocopies of all bids received by the sponsor.

Bid  
Openings

Sponsors shall follow State or local laws regarding bid openings. Regulations require that in the absence of any State or local law, all bidders be invited to the opening of the bids, and that they be informed of the time and place no less than 5 days in advance of the event. This may be done in the advertisement. A representative of the administering agency may also attend the opening. The administering agency should be notified at least 14 days prior to the opening of the bids of the time and place.

Acceptance  
of Bids

All bids totaling \$100,000 or more must be submitted to the administering agency for approval before acceptance by the sponsors. All bids in an amount which exceeds the lowest bid by 2 cents per meal or more must be submitted to the administering agency for approval before acceptance.

Selection  
Criteria

The sponsor must make available to the administering agency copies of all bids received and the reason for selecting the food service management company chosen. Contracts may be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed contract and are registered with the State.

Sponsors should take many factors into consideration before awarding contracts. These include the vendor's performance in past feeding operations, cost per delivered meal, ability to meet all the specifications in the invitation to bid, ability to increase or decrease meal deliveries within a reasonable time frame, proximity of vendor's preparation facility to sites being served, use of refrigerated delivery trucks, and ability to meet local health and sanitation requirements. Sponsors should also consider contractor integrity, financial and technical resources, and accessibility to other necessary resources. These are the standards administering agencies use in their evaluation of the sponsor's selection.

AWARDING CONTRACTS

Standard  
Contract

The bidding and contracting must conform to the standards listed in regulations. These regulations mandate that administering agencies require the use of a standard contract by all sponsors under their jurisdiction whose meals will be provided by a vendor. This "Solicitation/Contract" is available from the administering agency. Alteration or additions by sponsors are subject to prior approval of the administering agency. A copy of program regulations must



be affixed to both the sponsor's and the vendor's copy of the contract to assure that both are aware of program requirements.

This standard "Solicitation/Contract" serves a dual purpose since it contains all the information a bidder needs to make an offer and also tells him how to submit the actual bid. The sponsor must complete certain attachments to the "Solicitation/Contract" so that bidders will know exactly what the specifications of the bid include. One attachment is a list of proposed site names, addresses, delivery locations, and times. With this information a bidder can estimate the cost of delivery and the feasibility of meeting the sponsor's requirements. A second attachment is at least a 10-day cycle menu with complete specifications on types and amounts of food desired in each unitized meal. The sponsors must reject all offers which do not meet specifications.

her  
contract  
provisions

In addition to the provisions of the standard contract given above, the sponsor/vendor contract must expressly provide that:

- \* The vendor will maintain such records (supported by invoices, receipts, or other evidence) as the sponsor will need to meet program responsibilities and will report to the sponsor at the end of each month, as a minimum.
  - \* The vendor must have State or local health certification for the facility in which it is preparing meals for use in the program and will ensure that all health and sanitation requirements are met at all times.
  - \* The vendor must provide for periodic inspection of the meals being served by local authorities or independent agencies to determine bacteria levels. These levels must conform to the standards applied to other establishments in the area. Results of these inspections must be submitted directly to the administering agency.
  - \* The vendor must certify that it is familiar with the regulations attached to the contract.
  - \* The books and records of the vendor pertaining to the sponsor's food service operation will be kept for a period of 3 years from the date of receipt of final payment. These records must be available for inspection and audit by representatives of the administering agency, of USDA, and of the United States General Accounting Office at any reasonable time and place.
- 6

- \* Unitized meals will be delivered in accordance with the delivery schedule prescribed in the contract.
- \* Increases and decreases in the number of meal orders may be made by the sponsor as needed within a period of prior notice mutually agreed upon. (A minimum period of 24 hours notice is specified in the standard contract.)
- \* No payment will be made for meals that do not meet meal pattern requirements, are spoiled, are delivered to non-approved sites or for meals which are delivered to approved sites outside of the agreed upon delivery time, or otherwise do not meet USDA requirements and meal quality standards and food specifications as specified in the contract.
- \* Remedies for nonperformance are stipulated in each contract.
- \* Copies of all contracts between sponsors and vendors along with a certification of independent price determinations must be submitted to the administering agency prior to the beginning of program operation. A sample of the certification may be found in section 5.
- \* Each vendor entering into a food service contract for over \$100,000 with a sponsor must obtain a performance bond in an amount determined by the administering agency, but no less than 10 percent nor more than 25 percent of the value of the contract. Sponsors must require the vendor to furnish a copy of the bond within 10 days of the awarding of the contract. (Vendors must obtain performance bonds from surety companies listed in the current Department of the Treasury Circular 570.)

Reduced  
Participation  
Adjustments

Actual participation under a given sponsorship sometimes varies from the estimate which appeared in the bid specifications, and upon which the contractor based his bid. A sizable discrepancy between estimated and actual participation could increase or decrease the vendor's unit production cost. Therefore, there is usually a provision for adjustment of meal prices to be paid by the sponsor.

Financial  
Responsibility

The administering agency is not responsible for the performance of either party to the contract unless it relates to program requirements. Each request for an exception to the administering agency's standard contract must be approved by the administering agency. The vendor and the contractor should understand that



the sponsor is responsible for paying vendors for meals delivered in accordance with the contract. Administering agencies and USDA are not parties to such contracts, and Federal reimbursement is based solely upon program performance.

#### DELIVERY AND SERVICE AT THE SITE

##### Daily Meal Adjustments

Sponsors with experience in the summer program are aware that their job is not over when they sign a contract for food service. In fact it is only beginning. Constant monitoring of the food service at sites is necessary to ensure that meal quality remains high and that problems which arise during the course of the summer are solved quickly and routinely.

Attendance at sites will probably decrease during the summer, especially if there is no organized activity at a site other than the food service. Sponsors need to remind site supervisors often of their responsibility to report changes in site attendance and to take whatever steps are needed to adjust meal delivery, up or down. The sponsor may be able to anticipate certain fluctuations in attendance (such as local events which may interfere with site participation) and make arrangements with the vendor in advance. For example, a consistent drop on each Friday could be handled by reducing the number of meals delivered on that day only.

If possible, meals can be transferred from a site with an excess to a site with a shortage. Monitors should be aware of procedures for handling excess meals in order to assist site supervisors in making transfers or other arrangements. In addition, the delivery schedule must be structured to ensure that all meals are delivered within 1 hour of the meal service if there are no adequate storage facilities.

##### Sanitation Requirements

Sponsors should discuss all sanitation requirements with the vendor before signing the contract and again during the operation of the program. Food poisoning, though infrequent, is serious. It is the sponsor's duty to ensure that site personnel are trained on the topic of proper sanitation and food handling at their sites. Most vended meals are packaged in such a way as to prevent contamination. Thus, the greatest danger usually results when meals are held for too long or are under improper temperature control.

Site personnel should know the following:

- \* Persons who handle food are required to wash hands thoroughly with soap and water before handling food, after visiting the restroom, after coughing, sneezing, or blowing nose, and after handling garbage. Food handlers should keep finger nails short and clean and should wear hair nets when handling or serving foods.
- \* Hot foods must be kept hot (above 140° F) and cold foods kept cold (below 45° F). Foods should not be held for more than 2 to 3 hours at temperatures between 60° and 125° F. This holding time includes all time during preparation, unrefrigerated storage and transportation, and service. Fillings or sandwiches held longer should be discarded.
- \* Containers, covers, and other barriers should be used to prevent foods from becoming contaminated.
- \* Handling foods quickly helps keep them at desirable temperatures.
- \* If necessary, cold sandwiches may be stored 12 to 24 hours at temperatures under 45° F if allowed by local health authorities.
- \* If the sponsor transports meals to sites, he should move them rapidly and in refrigerated trucks. Meals must be served immediately, or be refrigerated until served.
- \* Meals should never be stored in direct sunlight or directly on the ground.

Inclement  
Weather

Before starting a program, sponsors should plan a system for meal service during bad weather or a system to cancel meal service at those sites without adequate facilities to deal with inclement weather. Site personnel must be well-trained on this aspect of their responsibilities.

Daily  
Records

Sponsors should be aware, throughout the planning stages and during the summer, that complete and accurate daily records at the site level are the only ways to document program performance and guarantee reimbursement.



Receipts furnished by vendors on the number of meals delivered to sites do not by themselves constitute evidence for reimbursement. Accurate signed daily reports by site supervisors which account for all categories of meals served are the sole basis for reporting number of meals served.



## SELECTION OF THE FOOD SERVICE FACILITY

### Sponsor Duties

The sponsor must carefully select the food service facility to be used for onsite preparation. Regardless of the type of facility selected (school, camp, church, community building, etc.), there must be adequate space and equipment available for meal preparation, and the facility should comply with local health department codes.

The responsibilities of the sponsor in selecting sites include:

- \* Visiting all sites to certify that the sites have the capability and the facilities to serve the anticipated number of children.
- \* Visiting all sites to examine the food service equipment available. Because of the many variables in sites, it is impossible to give the exact type and quantity of equipment that will be needed. However, the chart on the following page can be used in determining whether or not equipment available is adequate, provided that significant variables (such as menu, number of meals to be served, etc.) in the operation are considered. The sponsor should also determine the condition of equipment and who will be responsible for maintenance and repairs.
- \* Checking to see that the facility has or can obtain the required health department certification. (The local health department can assist in planning for compliance with all State and local rules and regulations.)



Equipment	Number of Children			
	1 to 50	51-100	101-200*	201-300*
<u>Range</u>	1 range 30" domestic OR 30-36" commercial	1 range 30-36" commercial	1 range 30-36" commercial (2 if over 150)	2 ranges 30-36" commercial OR 1 range 60" or larger (2 ovens) commercial
<u>Refrigerator</u>	single section domestic (18 cu. ft.) OR commercial (20-25 cu. ft.) reach-in OR any size walk-in	double section commercial reach-in (40-50 cu. ft.) OR any size walk-in	double section commercial reach-in (40-50 cu. ft.) OR any size walk-in	triple section commercial reach-in (60-75 cu. ft.) OR any size walk-in
<u>Freezer</u>	same as above	same as above	same as above	same as above
<u>Mixer w/ Attachments</u> (veg. slicer, meat & food chopper)	10 quart	10 quart	20 quart	20 quart
<u>Work Tables</u>  (Allow 4 linear ft. per worker) Countertops can serve as worktables	1 table 6 - 8 ft.	1 table 6 - 8 ft.	1 table 6 - 8 ft.	2 tables 6 - 8 ft.
<u>Sinks</u>	1 sink 3 compartments	1 sink 3 compartments	1 sink 3 compartments	1 sink 3 compartments
<u>Dishwasher</u>			1 surge tank OR 1 single tank door	1 single tank door

\*If the site will serve over 100, some of the following pieces of equipment should be used to supplement the minimum amounts listed above:

Manually operated electric food slicer

Steam-jacketed kettle

Steamer

Deep fat fryer

Hot food holding cabinets

Convection oven

Tilting braising pan

## SELECTION AND TRAINING OF PERSONNEL *put back in*

### Staffing Pattern

The first step in selecting food preparation personnel for the program is to determine how many people will be needed. The following schedule was developed as a guide in staffing a program serving lunch and snacks. A range of hours is given to indicate variations in the skill of the food preparation personnel and extent of the use of convenience foods. If breakfast is served, add 1 hour of labor for each 50 breakfasts served. If supper is served, add 4 hours of labor for each 50 suppers served.

<u>Number of Meals</u>	<u>Hours of Labor</u>	<u>Staffing Examples</u>
Up to 50	6 - 8	1 full-time employee
51 to 100	8 - 10	1 full-time employee 1 part-time employee (optional)
101 to 200	16 - 20	2 full-time employees 1 part-time employee (optional)
201 to 300	24 - 30	3 full-time employees 1 part-time employee (optional)

(See section 1, under "Program Planning," for additional information on staffing patterns.)

Note: Fewer labor hours may be needed for snacks than for other meal types.

### Hiring

After determining the number of staff needed, the sponsor can begin hiring people based on their food service skills and experience, and their health. The type and amount of experience needed will vary with the duties to be performed. However, all food service workers should meet the health standards set by local and State health authorities and be physically equal to the often strenuous job of food preparation and service. The sponsor can also use qualified volunteer personnel when they are available.

### Training Outline

After all food service personnel have been selected, it will be necessary to train them as to program operations. They should be informed of their responsibilities for maintaining necessary records and meeting meal requirements. General



personnel practices, such as hours of employment, proper food service techniques, the necessity for wearing clean clothing, and requirements for hair restraints, should be included in the training as well as menu planning, food storing, purchasing, preparing, and serving.

The information in this section should be used as guidance for training sessions. Sponsors may find it helpful to duplicate the following materials from section 5.

- \* Serving size and yield of selected fruits and vegetables
- \* Food sources for vitamin A, vitamin C, and iron
- \* Acceptable bread and bread equivalents

- \* Inventory form

- \* Daily menu and production worksheet

- \* Daily menu and production worksheet

*ok there is a space here*

- \* Sample menus

Additional  
Assistance

Personnel from the administering agency are available upon request if the sponsor wants more assistance in training its personnel. In addition, many local organizations can provide needed assistance.

#### MENU PLANNING

Advance  
Planning

Menus for the Summer Food Service Program for Children must be planned to include the kinds and amounts of foods required by the regulations. These requirements are outlined in section 2.

Creative menu planning calls for originality and imagination. The menu should be planned for the children, incorporating foods from their ethnic and cultural backgrounds and other foods which are usually acceptable to children.

Menus should be planned in advance--2 weeks to a month ahead of the time they are to be served. Advance planning is important as a basis for food purchasing, cost control, and scheduling food preparation. Menus should be recorded on a worksheet designed for that purpose and suited to individual needs. The quantity production records can be kept on the same worksheet.

## Cycle Menus

Cycle menus can provide savings in time and money, and good management control. A cycle of menus is a series of carefully planned menus, used and repeated in the same order for a definite period of time. The cycle does not always have to begin on the first day of the week and menus do not have to fall on the same day each week. A cycle of 11 days of breakfast, snack, and lunch or supper menus has been included in section 5.

## Variety in Meals

Variety is the key to appetizing meals. The food served should have variety in form (cooked and raw), size and shape (round, sticks, cubed, etc.), color, texture (crisp and soft), and flavor (strong or mild, sweet or sour). Foods in forms children can manage easily, such as foods they can pick up with their fingers (vegetable sticks or wedges of fresh fruit) are best with young children.

Foods with contrasting colors, like the natural red, green, and orange colors of fruits and vegetables, add eye appeal. Colorful foods should be used in combination with those of little color. Mashed potatoes, green beans, carrot sticks, and tomato wedges make an appealing color combination. These combinations of foods, however, should be those most acceptable to children. Other things to consider include color in the foods themselves and as a garnish; texture - soft, crisp or firm textured foods; shape - different sized pieces and shapes of food; flavor - bland and tart or mild and strong flavored foods; temperature - hot and cold foods.

## Special Tips in Menu Planning

Below are some tips to help the menu planner:

- \* Plan special menus for national holidays, children's birthdays, and other special days at the site, if possible.
  - \* Plan to use foods in season. Most fresh fruits and vegetables are plentiful during summer months and may be more economical to serve at this time of year.
  - \* Consider regional, cultural, and personal food preferences of children when planning menus.
  - \* Be sure menus do not reflect personal food preferences of the menu planner.
  - \* Plan meals that can be prepared by the employees in the allowed time.
  - \* Plan meals that can be prepared and served with available facilities and equipment.
- 5



Situations to  
Avoid in Menu  
Planning

A good menu planner will avoid the following:

- \* Serving the same food on consecutive days; for example, ground beef in meatloaf on Monday and in "Sloppy Joes" on Tuesday.
- \* Serving the same food on the same day of the week. Every Monday should not be "soup and sandwich" day and every Friday should not be "fish day."
- \* Preparing two foods in the same way in the same meal.
- \* Preparing foods in the same way each time they are served.

Steps Involved  
in Menu Plan-  
ning

Good menu planning goes beyond the listing of specific foods to be included daily. Recipes to be used, food costs, facilities, and personnel must be carefully considered in the planning process. Here are the steps involved in menu planning:

1. Select the specific recipes to be used in preparing the menu items and determine the serving size to be offered. Estimate the number of meals to prepare and adjust the recipes to provide the number of servings needed.
2. Calculate the amount of food required for the total number of meals to be served.
3. Estimate the total food cost of each menu item.
4. Calculate how much it costs to serve the foods as a single menu item or in a recipe. Estimates based on cost of the main ingredients, not counting cost of seasonings, are accurate enough for planning purposes. Compare the estimated cost of the menu with the food budget. If this cost is too high for the food budget, some of the foods in the menu should be replaced by less expensive ones.
5. From calculated amounts of foods needed to prepare menus, determine quantities of food to be issued from the storeroom and/or to be purchased.
6. Schedule production time and develop work schedules. Careful, systematic planning of menus--well in advance--is a key to good management. The following checklist can be used to evaluate menus before their preparation.
6. Schedule production time and develop work schedules.

Careful systematic planning of menus--well in advance--is a key to good management. The following checklist can be used to evaluate menus before their preparation.

<u>Check Sheet for Evaluating the Menus</u>	Yes	No
1. Are all required components of the meal included?	—	—
2. Are serving sizes sufficient for the age of the children?	—	—
3. Are other foods included to help meet the nutritional needs of boys and girls and to satisfy appetites?	—	—
4. Are the combinations of foods pleasing and acceptable to children?	—	—
5. Do meals include a good balance of color, texture, shape, flavor and temperature?	—	—
6. Are foods high in vitamin A, vitamin C and iron offered frequently?	—	—
7. Have children's cultural and ethnic practices been considered?	—	—
8. Are foods varied from day to day, week to week?	—	—
9. Are different kinds or forms of foods (fresh, canned, dried) included?	—	—
10. Are seasonal foods included?	—	—

#### FOOD PURCHASING

#### Introduction

Getting the most for the food dollar takes careful planning and buying experience. Careful use of food buying power will not only help control food cost but also reduce waste and help upgrade the quality of meals. Success in food buying means getting foods of good quality in the proper quantities at the best possible prices. Quantities to buy depend on the number



of children eating at the site, the menus and recipes used, the amount and kind of storage space available, inventory on hand, perishability of the food, and length of time the order is to cover.

Here to Buy  
ood

In deciding where to buy foods, the sponsor should do the following things:

- \* Check the food companies (distributors) in the area to decide which offer foods that are used frequently, which offer the service required (prompt and frequent delivery, credit, discounts), which offer quality food at a reasonable price.
- \* Buy from suppliers that provide the best quality food at the most reasonable prices.
- \* Follow a strict code of business ethics when purchasing foods for the program. Know what the food suppliers expect, and let them know what is expected of them.

at to Buy

How the food is to be used determines the form and quality that should be bought. The sponsor needs to consider the product's style, size, count, container, and packing medium. The label tells what the product is. It should be inspected before purchase and upon delivery. Whenever possible, the sponsor should purchase foods that are federally graded.

Here are some additional tips to help the sponsor decide what to buy:

- \* Buy federally inspected meats and poultry.
- \* Purchase only pasteurized Grade A milk and milk products.
- \* Purchase federally inspected seafoods whenever possible.
- \* Purchase bread and bread products that are properly wrapped or kept in paper lined containers with covers to keep bread and bread products fresh and wholesome.
- \* Purchase frozen foods that have been kept hard frozen. Do not accept delivery on frozen foods that are, or have been, thawed or partially thawed.
- \* Purchase perishable foods that have been kept under refrigeration.

## Standards

The sponsor should provide the distributor with clear standards for each food item ordered. Once the order is received, the sponsor needs to check to see that the food meets the standards and is in good condition.

## How Much to Buy

To determine how much to buy, the sponsor must calculate the quantities of food needed to serve the children eating at the site. The publication, "Food Buying Guide--Type A School Lunches," has been especially designed to help in determining quantities of food to purchase for preparing meals for 10-to-12-year-old children. The "Food Buying Guide for Child Care Centers" contains similar information for younger children. These publications and a new publication called Purchasing Pointers, which are available from the administering agency, would help those purchasing food for the Summer Food Service Program. By considering the number of servings per pound or per can for each item to be purchased, the sponsor can select the most suitable amount. He must keep in mind, however, the size of his storage facilities and buy only quantities that can be stored properly.

## When to Buy

The following guidelines can help the sponsor decide when to buy each type of food. Bread and milk should be purchased daily. Perishable foods, such as meat, fish, poultry, and fresh and frozen produce, should be purchased for daily delivery, or if storage space is sufficient, two deliveries a week may be adequate. Canned foods and staple groceries may be purchased monthly or twice monthly, depending on storage space.

## Records

To keep accurate records, the sponsor should record the date the food was ordered, the date it was received, its condition on arrival, the price paid, and when and how much was used. These records can be a help in planning future purchases and menus.

## FOOD STORAGE

## Storage Facilities

Good storage facilities, both dry and refrigerated, help keep foods safe, wholesome, and appetizing. Food products must be in excellent condition when they arrive at the receiving area and maintained in that condition until they are prepared and served. Sponsors who accept USDA-donated foods also accept the responsibility to handle and store them correctly. Failure to do so may result in either the withholding of further donations or the requiring of restitution for foods that are lost or spoiled or both. Food losses from deterioration and infestation by insects and rodents can be controlled with preventive measures.



#### Guidelines for Proper Storage

Guidelines for the proper storage of food include:

- \* Examining all food upon delivery to be sure it is not spoiled, dirty, or insect infested. Do not accept or use bulged or unlabeled cans. Do not accept frozen foods that have started to thaw.
- \* Storing all food off the floor on clean racks, dollies, or other clean surfaces. Pallets and dollies should be at least 6 inches off the floor to permit cleaning under them.
- \* Storing food at proper temperatures immediately upon delivery (0° F or below for freezer storage, 36 -45° F for refrigerated storage, and 50 -70° F for dry storage.)
- \* Keeping foods covered while in storage.
- \* Keeping storage rooms clean, sanitary, and free from rodent infestation.
- \* Protecting foods such as flours, cereals, cornmeal, sugar, dry beans, and dry peas from rodents and insects by storing them in tightly covered containers.
- \* Using foods on a "first in, first out" basis by storing foods, so older supplies will be used first.

#### FOOD PREPARATION

#### Amounts to Prepare

Serving acceptable and nutritious foods depends not only on good planning, selection, and storage, but also on preparation. The first concern for food preparation personnel is to determine how much food to prepare. This is done by examining the menu (which shows the kinds of foods to prepare and the serving size of each), determining the total number of children to be served, using standardized recipes, and becoming familiar with food yields (how many servings of what size a particular amount of food will provide). The "Food Buying Guide for Type A School Lunches" is available from administering agencies and provides a listing of food yields helpful in computing the amounts of food to prepare. In addition, section 5 of this handbook provides information on serving size and yield of selected fruits and vegetables. Sponsors which prepare food onsite should maintain daily food production records to document that sufficient types and quantities of food were prepared to meet USDA requirements for the number of meals claimed for reimbursement. A sample worksheet is included in Section 5.

## Standardized Recipes

Standardized recipes should be used whenever possible to help determine the amounts of food required to prepare for a particular number of servings. Such recipes should be followed carefully to produce consistent results. Quantity recipes are available from many sources, including administering agencies.

## Sanitation

Sanitation is one of the most important aspects of good food service. Food workers can help prevent food contamination and can keep harmful bacteria out of food by:

- \* Washing hands thoroughly with soap and water before handling food or utensils. Repeat after each visit to the restroom.
- \* Meeting health standards set by State and local health authorities.
- \* Not allowing food service workers with cuts, sores, colds, or other communicable diseases to prepare or serve food.
- \* Washing hands, utensils, and work surfaces thoroughly after contact with raw eggs, fish, meats, and poultry.
- \* Wearing clean uniforms and hair restraints.
- \* Properly cleaning and sanitizing eating and cooking utensils and equipment.
- \* Not touching surfaces on which food is served or surfaces which come in contact with the mouth.
- \* Not using cracked or chipped utensils and dishes.
- \* Thoroughly washing all raw fruits and vegetables before cooking or serving.
- \* Thoroughly cooking meats such as pork or poultry, foods containing eggs, and stuffings.
- \* Preparing sandwiches and salads from chilled ingredients with a minimum of manual contact.
- \* Using shallow pans for heating or cooking food so it will heat or cool quickly.



- \* Keeping hot foods at temperatures above 140° F until served.
- \* Keeping cold foods covered and refrigerated at 45° F or lower until served.

#### FOOD SERVICE AND CLEANUP

##### Portion Control

To be reimbursable under the program, meals must be served as a unit which contains all of the required food items in the proper amounts. This is true whether food is served cafeteria or family style. Serving utensils which assist in measuring foods as they are served are useful in meeting these requirements (e.g., a #16 ice cream scoop makes a 1/4-cup serving). Additionally, food service personnel should be trained to recognize proper portion sizes. A sample plate containing proper amounts and the most appealing arrangements of foods can be used as a guide in portioning servings. Not only can the sample serve as a training vehicle, but it may also be used on the serving line when feasible.

##### Family-Style Service

Family-style service presents unique problems requiring special training for site personnel. Site and sponsor personnel must carefully monitor family-style service to see that the meals served meet program requirements and that serving personnel receive necessary followup training. It is especially important in family-style service to provide appropriate serving tools which allow for the proper portioning of food while minimizing manual contact with food.

##### Serving Guidelines

Even when food is ready to serve, efforts to retain food quality and avoid food contamination must be continued. In summary, the following points should be remembered:

- \* Foods ready to serve must not stand at room temperature longer than 1 hour.
- \* Foods must be maintained at correct temperatures before and during service.
- \* Suitable utensils should be used to reduce manual contact, with plastic gloves being used when food must be served by hand.
- \* Meals must be served as a unit with only one meal being served per child.
- \* An accurate count of the number of children and adults served must be maintained.

Cleanup

Careful attention must be given to cleaning up following food preparation and service. If disposable ware is used, (dishes, trays, utensils, glasses, etc.) the main concern is the prompt and careful removal of the disposables from the site. However, if permanent ware is used, proper cleaning and sanitizing is necessary.

Dishwashing

Whether washing dishes by hand or by machine, the procedures are the same. They include, as a minimum, the following:

1. Scraping and prerinsing before washing.
2. Washing in hot water (100° to 120° F if washing by hand, 140° F if washing by machine).
3. Rinsing with clear, hot water.
4. Sanitizing with a final rinse of at least 180° F or a final rinse containing a chemical sanitizing agent.
5. Air drying on a clean dish table.
6. Storing in a clean area, protected from contamination.

Cleaning  
Schedule

In addition to the cleanup of disposable or permanent ware, it is necessary to properly clean and sanitize food service facilities (equipment, floors, etc.). A cleaning schedule should be part of the overall work schedule, to assure that cleaning is done regularly.

RECORDKEEPING

Net Program  
Costs

In order to receive reimbursement from USDA for meals served under the program, the sponsor must maintain sufficient records to substantiate costs claimed. The sponsor may elect to claim payment for all or any part of net program costs (cost of food used, direct labor costs for food service, certain costs for facilities, costs of supplies received, and administrative costs as justified). Complete records must support the costs claimed. Section 2 of this handbook addresses recordkeeping requirements and provides information on allowable costs. Additional guidance can be obtained from administering agencies.

Records  
and Reports

The data necessary for computing the cost of food used, often the most substantial element of cost, is more extensive when food is prepared and served onsite. Records maintained to support the cost of food used should include as a minimum:



- \* Receiving reports.
- \* Purchasing invoices.
- \* Records of any returns, discounts, or other credits not reflected on purchase invoices.
- \* Inventory records that show the kinds of food items on hand at the end of a period, the quantity of each item, the dollar value assigned to each item, and the total value of the inventory.
- \* Records of major inventory adjustments showing the same kinds of information as inventory records.
- \* Records of quantities used in the preparation of meals.
- \* Menu records for all meals served.

#### Inventory

A sample inventory form has been provided in section 5. A form such as this should be used to list all food items and to determine the total value of all items on hand at the end of each month of operation. Incoming invoices should be used to determine the unit cost per item. After taking a physical count of each item on hand, multiply this number by the unit cost to get the total inventory value for each item. Adding the total inventory values for all items will then provide the value of the entire inventory, or the "ending inventory."

If there is stock on hand at the beginning of program operations, it should be inventoried and listed as "beginning inventory." Beginning inventory of a given period is the same as the ending inventory of the preceding period. "Cost of food used" is, in its simplest form, beginning inventory, plus food received, less ending inventory. Sponsors must report the cost of food used, not the cost of all food purchased.

#### Unused Food

Food purchased but not used for the program cannot be claimed for reimbursement. Careful planning and ordering, especially towards the close of program operations, is essential. Disposition of leftovers is to be determined by the sponsor. USDA commodities are issued for use only for the duration of the program. The commodity distributing agency must be contacted for proper disposition of unused commodities at the end of the program.

	Page
1. Administrative Guide	2 Introduction 5 Sponsor Eligibility 10 Program Planning 17 Training 21 Administrative Procedures
2. Meals, Records and Reimburse-ments	30 Meal Requirements 31 Description of Food Components 35 Recordkeeping Requirements 39 Administrative Costs 41 Reimbursement Procedures
3. Vended Operations	44 Selecting a Vendor 45 Bid Procedure 48 Awarding Contracts 51 Delivery and Service at the Site
4. Onsite Preparation	56 Selection of the Food Service Facility 58 Selection and Training of Personnel 59 Menu Planning 62 Food Purchasing 64 Food Storage 65 Food Preparation 67 Food Service and Cleanup 68 Recordkeeping
5. References	Sample Forms, Agreements, and References 73 A. Pre-Operational 88 B. During Operation 107 C. Meal Planning Guides 118 D. Glossary of Terms Used 119 E. Evaluation Form

April 1978

This publication supersedes Program Aid No. 1182 "Summer Food Service Program for Children, Sponsor Handbook issued March 1977.

Rules for acceptance and participation in this program are the same for all children, without regard to race, color, or national origin.



	Page
Pre-Operational	73 Site Selection Worksheet
	74 Letter of Engagement
	76 Sponsor/Site Agreement
	77 Application for Participation
	81 Site Information Form
	83 Family Size/Income Statement
	85 Bid Advertisement
	86 Certification of Independent Price Determination
	87 Agreement to Furnish Food Service (sponsor/school)
During Operation	88 Daily Meal Service and Personnel Time Report (lunch only)
	90 Daily Meal Service and Personnel Time Report <del>More than 1 meal</del>
	92 Expenditures for Administrative Costs
	93 Worksheet for Estimating Reimbursement
	94 Administrative Mileage Record
	95 Checklist for Required Records
	97 CPA's Management Letter
	98 Worksheet for Camps to Allocate Costs
	99 Monitor's Review Form -- Vended Programs
	101 Monitor's Review Form -- Onsite Preparation
	103 Summary Sheet for Monitor's Review Forms
	104 Daily Menu and Production Worksheet
	106 Inventory Record
Meal Planning Guides	107 Suggested Sandwich Menus - Lunch or Supper
	108 Suggested Menus - Onsite Preparation
	110 Serving Size and Yield for Selected Fresh Vegetables and Fruits
	114 Food Containing Vitamin A, Vitamin C and Iron
	116 Full-Strength Juices
	117 Acceptable Bread and Bread Equivalents
	118 Glossary of Terms Used
	119 Program Evaluation Form

Site name \_\_\_\_\_

Site address \_\_\_\_\_

Site phone number \_\_\_\_\_

Person to contact for use of site \_\_\_\_\_

Type of site:

Recreation Center _____	Park _____
School _____	Residential Camp _____
Church _____	Playstreet _____
Playground _____	Other _____
Settlement House _____	

Estimated number of children the site could serve: \_\_\_\_\_

Estimated number of needy children in area: \_\_\_\_\_

Estimated number of supervisory personnel needed to adequately control the food service: \_\_\_\_\_

Is another site needed in this area? \_\_\_\_\_

Are the present facilities adequate for an organized meal service? \_\_\_\_\_

If not, comments: \_\_\_\_\_

Does site have:

Shelter (inclement weather) \_\_\_\_\_ Refrigeration \_\_\_\_\_

Cooking facilities (if applicable) \_\_\_\_\_ Telephone \_\_\_\_\_

Place to store prepared or delivered food \_\_\_\_\_

Place to store records at site \_\_\_\_\_

What types of organized activities are possible at this site? \_\_\_\_\_



Sample Engage-  
ment Letter

Dear Mr. \_\_\_\_\_ :

This letter will confirm the verbal understanding as to our examination of your claims for Federal reimbursement for your summer 1978 operations under the Summer Food Service Program for Children. We realize that this understanding is contingent upon your approval as a sponsor in the program.

Our examination will be conducted in accordance with standards developed by the U.S. General Accounting Office for audits of governmental programs. In order to provide a sound basis for the expression of our opinion on the fairness of your claims for Federal reimbursement, the examination will include:

- 1) A study and evaluation of the system of internal control to include visits to a representative sample of sites selected on a random basis to determine compliance with program regulations.
- 2) Tests and procedures prescribed in the U.S. Department of Agriculture Audit Guide for sponsors of the Summer Food Service Program for Children. (Audit Guide 8270.6)
- 3) Preparation of an audit report suitable for submission with your final claim for Federal reimbursement.

We will prepare a management letter within the first 2 weeks of commencement of program operations to evaluate internal control procedures. Recommendations and operations observations concerning these controls will be stated at that time and a copy of the letter will be submitted to you and your administering agency.

Our examination will evaluate the fairness of your claims for Federal reimbursement, but it is not designed to uncover fraud or misappropriation of funds, although if such irregularities do exist, the examination may disclose them.

Our fees for this examination will be contingent upon the actual man-hours spent by our staff members at the going rates for comparable services, as shown below.

	Range	
	FROM	TO
Junior Accountants	\$ _____	_____
Semi-senior Accountants	_____	_____
Senior Accountants	_____	_____
Managers	_____	_____
Principles	_____	_____
Junior Partners	_____	_____
Senior Partners	_____	_____

Reasonable expenses incurred by us in the performance of the audit including, but not limited to, travel, typing, postage, printing, etc., shall be billed to you.

In order for us to work as efficiently as possible, it is understood that your staff will maintain the basic accounting records, including site supervisory reports, summary of site reports, and documentation to support administrative expenses.

It is also understood that for a period of 3 years after the audit the work papers of our auditing firm will be made available for Quality Peer Reviews by the United States Department of Agriculture.

Our examination shall be completed and our report submitted to you by \_\_\_\_\_ 1978.

Sincerely,

Accepted by \_\_\_\_\_  
Date \_\_\_\_\_



Name of site \_\_\_\_\_

Address of site \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrator in charge \_\_\_\_\_

Telephone \_\_\_\_\_

The person named above agrees to:

1. Serve meals to children 18 years of age and under (or persons over 18 years of age if they are ~~mentally~~ or physically handicapped and participating in a public school program for the mentally or physically handicapped).
2. Serve meals which meet the minimum nutritional requirements.
3. Provide adequate supervision during the meal service.
4. Maintain and submit on a timely basis such reports and records as required by the sponsor.
5. Report to the sponsor any changes in the number of meals required as attendance fluctuates.
6. Report any other problems in regard to the meal service.

Signed:

Administrator \_\_\_\_\_

Sponsor Representative \_\_\_\_\_

Date \_\_\_\_\_

App. For Part

4

Site Info Sheet:

10/10





Dear Parent or Guardian:

The \_\_\_\_\_ serves nutritious (breakfasts) (lunches) (suppers) (snacks) as part of the federally funded Summer Food Service Program for Children. In order to be eligible for these Federal funds, we must document the number of enrolled children who are eligible for free and reduced-price school meals, following the USDA family size/income guidelines. With your cooperation, we can qualify for Federal reimbursement and keep costs to you at a minimum. Please complete and return this statement. All information will be kept confidential.

Total number in family (family is defined as a group of related or nonrelated individuals living as one economic unit) \_\_\_\_\_

Names of children enrolled in this program \_\_\_\_\_

Name and address of parent or guardian \_\_\_\_\_

Total family income, before deductions:	fill in one:
include wages of all working members,	
welfare payments, pensions, social	yearly \$ _____
security, and other income	monthly \$ _____
	weekly \$ _____
	every 2 weeks \$ _____
	other \$ _____
	(indicate)

Foster children who receive an "income" from the State or other welfare departments are considered a family of one, and that income should be applied for that child. If this is the case, please indicate child's name and income: Name \_\_\_\_\_

Income (yearly) \$ \_\_\_\_\_ (monthly) \$ \_\_\_\_\_ (weekly) \$ \_\_\_\_\_  
(every 2 weeks) \$ \_\_\_\_\_ (other specify) \$ \_\_\_\_\_

If any of the following special hardship provisions apply to  
to your family, please indicate the cost, and summarize the  
reasons below:

- |  | Family | or | Monthly |
|--|--------|----|---------|
| <input type="checkbox"/> unusually high medical bills  | \$     |    |         |
| <input type="checkbox"/> disaster or casualty losses   |        |    |         |
| <input type="checkbox"/> shelter cost in excess of 30<br>percent of income                                     |        |    |         |
| <input type="checkbox"/> special education expenses due<br>to the mental or physical con-<br>dition of a child |        |    |         |

I certify that all the above information is true and correct.  
I understand that this information is being given in connection  
with the receipt of Federal funds, and that deliberate mis-  
representation may subject me to prosecution under applicable  
State and Federal statutes.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

FOR INSTITUTION USE ONLY

☐ qualifies under guidelines      ☐ does not qualify

\_\_\_\_\_  
Signature of reviewing official



SUPPLIER FOOD SERVICE PROGRAM FOR CHILDREN

Vended Pro-  
grams Contract-  
ing for Over  
\$10,000

The (name of sponsor) \_\_\_\_\_, (address) \_\_\_\_\_, announces its intention of sponsoring the USDA Summer Food Service Program in (name of city). Planned operations dates are (day of week) through (day of week,) ((date) month, day) - ((date) month, day). Bids are solicited from vendors registered with (administering agency's name and address), which has the right to review all bids and contracts. Anticipated service is (number of meals by types) at (number) of sites. Bids must be received by (time, place, address). The public bid opening will be at the same time and place. Copies of the solicitation to bid may be obtained from (name of sponsor, address, \_\_\_\_\_).

Sample Bid  
Advertisement

The Springfield Community Organization, 123 Main St., Springfield, announces its intention of sponsoring the USDA Summer Food Service Program in Springfield and Columbusville. Planned operating dates are Mondays through Fridays, June 15 - Sept. 9. Bids are solicited from vendors registered with (administering agency's name and address), which has the right to review all bids and contracts. Anticipated service is 500 breakfasts and 1,200 lunches daily at 30 sites. Bids must be received by noon, May 30, at 123 Main St., Springfield. The public bid opening will be at the same time and place. Copies of the solicitation to bid may be obtained from the Director, Springfield Summer Program, 123 Main St., Springfield.

Contracting  
for Over  
\$100,000

(If the contract is expected to exceed \$100,000, the amount of the required bid and performance bonds should be included in the advertisement.)

- (a) By submission of this offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor:
- (a)(2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor:
- (a)(3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.
- (b) Each person signing this offer certifies that:
- (b)(1) He is the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein and that he has not participated, and will not participate, in any action contrary to (a)(1) through (a)(3) above; or
- (b)(2)(i) He is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein but that he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (a)(1) through (a)(3) above, and as their agent does hereby so certify:
- (b)(2)(ii) and he has not participated, and will not participate, in any action contrary to (a)(1) through (a)(3) above.

\_\_\_\_\_  
Signature of vendor's authorized representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



In accepting this offer, the sponsor certifies that the foregoing is to the best of its knowledge true and correct and that the sponsor's officers, employees or agents have not taken any action which may have jeopardized the independence of the offer referred to above.

---

Signature of Authorized Sponsor Representative

(Accepting a bidder's offer does not  
constitute acceptance of the contract)



THIS AGREEMENT is made and entered into by and between (school) and the (sponsor) :

WHEREAS the facilities of the (sponsor) are not adequate for preparing and serving meals to children, while the facilities of the (school) are adequate to serve meals to children from the institution; the (school) agrees to supply unitized meals (inclusive/exclusive) of milk to the (sponsor) with and for the rates herein listed:

Breakfasts..... \$ \_\_\_\_\_ each      Lunches.....\$ \_\_\_\_\_  
Snacks ..... \$ \_\_\_\_\_ each      Supper.....\$ \_\_\_\_\_

It is further agreed that the (school), pursuant to the provisions of the Summer Food Service Program Regulations, attached copy of which is a part of this agreement, will assure that said meals meet the minimum requirements as to nutritive value and content, and will maintain full and accurate records that the institution will need to meet its responsibility including the following:

1. Menu Records, including amount of food prepared.
2. Meals, including daily number of meals delivered by type.



These records must be reported to the institution promptly at the end of each month. \_\_\_\_ (school) \_\_\_\_ agrees also to retain records required under the preceding clause for a period of 3 years after the end of the fiscal year to which they pertain (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the program available to representatives of the U.S. Department of Agriculture and the General Accounting Office for audit or administrative review at a reasonable time and place.

This agreement shall be effective as of \_\_\_\_ (date) \_\_\_\_.

It may be terminated by notice in writing given by any party hereto the other parties at least 30 days prior to the date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates indicated below:

Agreed to this date	_____	Sponsor official	_____
School official	_____	Title	_____
Title	_____		

Location of food preparation center(s): \_\_\_\_\_

## Daily Meal Service Report

Report period \_\_\_\_\_

Sponsor

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Contact person \_\_\_\_\_

Site

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Site supervisor \_\_\_\_\_

Lunch

1. Number of children in attendance

2. Number of meals received

3. Number of meals served to children

4. Extras served as seconds\*

5. Number of meals served to adults\*\*

S M T W Th F Sa

The sponsor should be notified immediately if there is a need to increase or decrease meals, the meals do not meet meal requirements, the meals are unsatisfactory, or the delivery is too late or too early. If you receive meals from another approved site record the date, number of meals, name and location of other site.

\*If you are ordering carefully, the number of extras available to you should be negligible.

\*\*If allowed by sponsor.

Cash

Received

Paying adults \_\_\_\_\_

Lunch cost \_\_\_\_\_

Total \_\_\_\_\_

X

=\$ \_\_\_\_\_

Supervisor's comments (account for all other meals) \_\_\_\_\_



Personnel Time Report

Salaried  
Employees  
(salaries  
paid by  
sponsor)

Name	Hours worked in food service							Total	Hourly	Total wages
	S	M	T	W	Th	F	Sa	hours	x wage	= claimable

Site supervisor's signature

Date

I UNDERSTAND THAT THIS INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF FEDERAL FUNDS AND THAT DELIBERATE MISREPRESENTATION MAY SUBJECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL CRIMINAL STATUTES.

Report period \_\_\_\_\_

Sponsor

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Contact person \_\_\_\_\_

Site

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Site supervisor \_\_\_\_\_

S M T ~~W~~ Th F Sa

Breakfast

1. Number of children in attendance \_\_\_\_\_
2. Number of meals received \_\_\_\_\_
3. Number of meals served to children \_\_\_\_\_
4. Extras served as seconds\* \_\_\_\_\_
5. Number of meals served to adults\*\* \_\_\_\_\_

A.M. Snack

1. Number of children in attendance \_\_\_\_\_
2. Number of meals received \_\_\_\_\_
3. Number of meals served to children \_\_\_\_\_
4. Extras served as seconds\* \_\_\_\_\_
5. Number of meals served to adults\*\* \_\_\_\_\_

Lunch

1. Number of children in attendance \_\_\_\_\_
2. Number of meals received \_\_\_\_\_
3. Number of meals served to children \_\_\_\_\_
4. Extras served as seconds\* \_\_\_\_\_
5. Number of meals served to adults\*\* \_\_\_\_\_

P.M. Snack

1. Number of children in attendance \_\_\_\_\_
2. Number of meals received \_\_\_\_\_
3. Number of meals served to children \_\_\_\_\_
4. Extras served as seconds\* \_\_\_\_\_
5. Number of meals served to adults\*\* \_\_\_\_\_

Supper

1. Number of children in attendance \_\_\_\_\_
2. Number of meals received \_\_\_\_\_
3. Number of meals served to children \_\_\_\_\_
4. Extras served as seconds\* \_\_\_\_\_
5. Number of meals served to adults\*\* \_\_\_\_\_

\*If you are ordering carefully, the number of extras available to you should be negligible.

\*\*Extras open or not, it allows the serving of meals to adults (12 years of age and over). You should have guidelines on this from your sponsor.



Cash Received

	Number of paying adults	Meal cost	Total
Breakfast	X		= \$
A.M. Snack	X		= \$
Lunch	X		= \$
P.M. Snack	X		= \$
Supper	X		= \$

Supervisor's comments (account for all other meals)

The sponsor should be notified immediately if there is a need to increase or decrease meals, the meals do not meet meal requirements, the meals are unsatisfactory, or the delivery is too late or too early. If you receive meals from another site or transfer some meals to another approved site record the date, number of meals, name and location of other site.

#### Personnel Time Report

Salaried  
Employees  
(Salaries paid  
by sponsor)

Name	Hours worked in food service							Total hours	Hourly wage	Total claimable
	S	M	T	W	Th	F	Sa			

I UNDERSTAND THAT THIS INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF FEDERAL FUNDS; AND THAT DELIBERATE MISREPRESENTATION MAY SUBJECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL CRIMINAL STATUTES.

Site supervisor's signature

Date

Name of sponsor \_\_\_\_\_

Date \_\_\_\_\_

Position	No. of people in that position	Salary	No. of hours spent on food service	Total
----------	---	--------	--	-------

X

X

=

X

X

=

X

X

=

X

X

=

X

X

=

1. Salary total \_\_\_\_\_
2. Transportation \_\_\_\_\_
3. Communications \_\_\_\_\_
4. Rental of office space \_\_\_\_\_
5. Office supplies \_\_\_\_\_
6. Utilities \_\_\_\_\_
7. Use allowance of furniture and fixtures \_\_\_\_\_
8. Audit fees \_\_\_\_\_
9. Legal fees \_\_\_\_\_
10. Office building maintenance \_\_\_\_\_
11. Other (specify) \_\_\_\_\_

TOTAL Administrative costs (sum of items 1 through 11) \_\_\_\_\_



1. Maximum  
Reimbursement  
for Food ser-  
vice Costs  
for Meals  
Served to  
Children

a. Year-to-date breakfasts	X	51.50	= \$
b. Year-to-date lunches	X	92.75	= \$
c. Year-to-date suppers	X	92.75	= \$
d. Year-to-date snacks	X	24.25	= \$
e. TOTAL(a, b, c, & d)			\$

2. Actual  
Food Service  
Costs

a. Year-to-date food costs	\$
b. Year-to-date labor costs	\$
c. Year-to-date other costs	\$
d. TOTAL Year-to-date costs	\$
e. Subtract any income accruing to the program from 2d	\$
f. Net Program costs	\$

3. Maximum  
Allowable  
Food Service  
Costs

Lesser of 1e and 2f \$

4. Maximum  
Reimbursement  
for Adminis-  
trative Costs

a. Year-to-date breakfasts	X	3.75	= \$
b. Year-to-date lunches	X	7.25	= \$
c. Year-to-date suppers	X	7.25	= \$
d. Year-to-date snacks	X	2.00	= \$
e. TOTAL (a, b, c, & d)			= \$
f. Administrative monies negotiated and approved by State agency			= \$
g. Year-to-date actual administrative costs			= \$

5. Maximum  
Allowable  
Administrative  
Costs

Lesser of 4e, 4f, and 4g \$

6. Potential  
Reimbursement

Line 3 and 5 \$

7. Advance  
Payments and  
Start-up  
Payments

Document all year-to-date advance administrative and net  
program payments, also start-up payments received. (Interest  
received from these advances and start-up payments is returned  
directly to USDA and does not appear on the claim) \$

8. Sponsor  
Receives

Subtract 7 from 6 \$

[illegible]

Note: If monitors or supervisors are to be reimbursed for travel, comprehensive mileage documentation will be needed in order to claim this expense as an administrative cost. The foregoing chart is a suggested, simplified format for this recordkeeping.



All of these records that apply to your meal service must be maintained in a safe place, preferably in the sponsor's office.

1. Records that document eligibility for the Summer Food Service Program: In the case of camps, family size and income data on enrolled children:

Approved Agreement

Application

Site Information Sheets for each site

Evidence to show eligibility for each site based on serving needy children, or in the case of camps, evidence to show that children are individually documented as being eligible for free or reduced-price school meals

Public release

Letter from IRS showing tax exempt status

Certification by health authorities for sites

Pre-approval site forms

Management plan

Sponsor/site agreements

Certification of training

Letter of engagement of CPA firm or independent State or local government accountant and management letter

2. Records that support the number of meals served to children:

Daily count of meals prepared or received

Daily count of meals served to children

Daily count of meals served to adults

Daily count of children in attendance at each site

3. Records that support food service costs:

Food inventories

Delivery receipts for vended meals

Payroll and time and attendance records for site personnel

4. Records that support administrative costs:

Payroll and time and attendance records for administrative personnel

Rental agreements for office equipment or space

Mileage records

5. Records to support income to the program:

Site records of cash collected

Receipts given for cash donations

Records of any other funds received for the food service program

Records of in-kind contributions

6. Other required records:

Agreement with schools to furnish meals

Contract with registered vendor

Bid procedures used

Records and inventories of USDA donated foods

Monitor's reports of site visits

Records of training conducted

Menu records

Quantity production records for each meal

Receipts, invoices, and bills for all rented or purchased items and services

Bank statements and deposit slips

Accounting ledgers

Sanitation and health reports

Audit reports

Certification of Independent Price Determination



(Must be submitted within 2 weeks after commencement of program)

Anytown Summer Food Program  
100 Main Street  
Anytown, USA

Dear \_\_\_\_\_:

A study and evaluation of your summer program's accounting system and internal controls have been made in accordance with generally accepted auditing standards.

In our opinion, the internal accounting and administrative control procedures are in general agreement with procedures prescribed in Federal Regulations and the requirements of section 9.1 of the U.S. Department of Agriculture's Audit Guide for the Summer Food Service Program for Children (April 1978), except as follows:

Sincerely,

Smith and Smith Co.

Accepted by \_\_\_\_\_

Date \_\_\_\_\_

Yes No

Does staffing pattern correspond to that listed on approved site sheet?

Has site supervisor attended training session?

Does site supervisor use site handbook?

Does site have sufficient food service supervision?

Are meals counted before delivery receipt is signed?

Are meal counts taken of meals served?

Do meals meet approved menu?

Do meals meet requirements?

Are meals checked for quality?

Is there proper sanitation/storage?

Is site following procedure established to make meal order adjustments?

Are meals served within time frames?

Does site have inclement weather provisions?

Is meal served as a unit?

Explain any  
"NO" answers

Monitor signature

Site supervisor signature

Date

Date



Program and Administrative costs should be allocated for each camp session.

Number of eligible children	÷	Total number of children enrolled	=	Percentage factor
-----------------------------------	---	---	---	----------------------

_____	÷	_____	=	_____
-------	---	-------	---	-------

Program Costs:

1. Percentage factor x \$ \_\_\_\_\_ (food cost) = \$ \_\_\_\_\_
2. Percentage factor x \$ \_\_\_\_\_ (labor cost) = \$ \_\_\_\_\_
3. Percentage factor x \$ \_\_\_\_\_ (other cost) = \$ \_\_\_\_\_
4. Actual program costs (Total of 1, 2, 3) \$ \_\_\_\_\_
5. Meals served x maximum rates x No.  
eligible children = \$ \_\_\_\_\_
6. Program costs = lesser of 4 and 5 \$ \_\_\_\_\_
7. Budgeted administrative costs = \$ \_\_\_\_\_
8. Percentage factor x \$ \_\_\_\_\_ (actual costs  
for administration) = \$ \_\_\_\_\_
9. Meals served x maximum rates x No.  
eligible children \$ \_\_\_\_\_
10. Administrative costs = the lesser of 7, 8, 9 \$ \_\_\_\_\_
11. TOTAL COSTS = 6 and 10 \$ \_\_\_\_\_

Sponsor \_\_\_\_\_ Site \_\_\_\_\_

Site address \_\_\_\_\_

Date of review \_\_\_\_\_ Phone \_\_\_\_\_

Site supervisor \_\_\_\_\_

Person contacted at site \_\_\_\_\_

Average daily participation (ADP) \_\_\_\_\_

Attendance on day of visit \_\_\_\_\_

Time of site review \_\_\_\_\_ to \_\_\_\_\_

Type of meal service review \_\_\_\_\_

Day of visit	Breakfast	am Snack	Lunch	pm Snack	Supper
--------------	-----------	-------------	-------	-------------	--------

No. meals delivered	_____	_____	_____	_____	_____
Time which meals were delivered	_____	_____	_____	_____	_____
Time which meals were served	_____	_____	_____	_____	_____
No. meals served to children	_____	_____	_____	_____	_____
No. meals served as seconds	_____	_____	_____	_____	_____
No. meals served to adults	_____	_____	_____	_____	_____

Major Violations \_\_\_\_\_

Actual Count	Type of Meal
--------------	--------------

Nonprogram adults	_____	_____
Offsite consumption (children)	_____	_____
More than one meal per person	_____	_____
Meal pattern not met (specify)	_____	_____
_____ No records	_____ Other	_____
_____ Incomplete records	_____	_____
_____ Poor sanitation	_____	_____

Check if following apply \_\_\_\_\_



Sponsor \_\_\_\_\_ Site \_\_\_\_\_

Site address \_\_\_\_\_

Date of review \_\_\_\_\_ Phone \_\_\_\_\_

Site supervisor \_\_\_\_\_

Person contacted at site \_\_\_\_\_

Approved average daily participation (ADP) \_\_\_\_\_

Attendance on day of visit \_\_\_\_\_

No. eligible for free/reduced price meals (camps only) \_\_\_\_\_

Time of site review \_\_\_\_\_ to \_\_\_\_\_

Type of meal service review \_\_\_\_\_

Day of visit	am		pm	
	Breakfast	Snack	Lunch	Snack
No. meals prepared	_____	_____	_____	_____
Time which meals were served	_____	_____	_____	_____
No. meals served to children	_____	_____	_____	_____
No. meals served as seconds	_____	_____	_____	_____
No. meals served to adults	_____	_____	_____	_____

\*Meal

Requirement For meal	Food used	Quantity used	Allowable servings per unit	Number of Servings		
				total	Over	Short
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Other Foods \_\_\_\_\_

\*Refer to "Food Buying Guide for Type A School Lunches."

Yes No

- \_\_\_\_\_ Are meals served on a unit?
- \_\_\_\_\_ Did meal meet menu as planned?
- \_\_\_\_\_ Were all requirements met?
- \_\_\_\_\_ Are all children fed on site?
- \_\_\_\_\_ Are meals planned with one meal per child in mind?
- \_\_\_\_\_ Are meal counts taken of meals served?
- \_\_\_\_\_ Are meal production records kept?
- \_\_\_\_\_ Is required health department certification available for inspection?
- \_\_\_\_\_ Is an inventory being kept?
- \_\_\_\_\_ Are receiving reports and purchase invoices kept?
- \_\_\_\_\_ Does staffing pattern correspond to that listed on approved site application sheet?
- \_\_\_\_\_ Has site supervisor attended training session?
- \_\_\_\_\_ Are program aids being used?
- \_\_\_\_\_ Is there proper sanitation and storage?
- \_\_\_\_\_ Are meals served within time frames?
- \_\_\_\_\_ Are records of adult meals kept?
- \_\_\_\_\_ Is there documentation of children eligible for free and reduced price meals?

Explain any "no" answers:

Note plate waste if any:

\_\_\_\_\_  
Monitor signature

\_\_\_\_\_  
Site supervisor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Monitor's Name \_\_\_\_\_

1. Site \_\_\_\_\_

Site Supervisor \_\_\_\_\_

Date \_\_\_\_\_ Site contact \_\_\_\_\_

Problems \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution/Recommendation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Site \_\_\_\_\_

Site Supervisor \_\_\_\_\_

Date \_\_\_\_\_ Site contact \_\_\_\_\_

Problems \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution/Recommendation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# MENU

## MEAL PATTERN

## FOOD ITEM USED

### Breakfast

Milk or  
Juice or Fruit or  
Vegetable  
Bread or  
Cereal

### A.M. Snack (Supplement)

Milk or  
Juice or Fruit or  
Vegetable  
Meat  
Bread or  
Cereal

### Lunch

Milk  
Meat or Poultry or  
Fish or cheese or  
Eggs or  
Peanut Butter or  
Dried Beans and Peas  
Fruits (2 or more) or  
Fruits & Vegetables  
Bread

### P.M. Snack (Supplement)

Milk or  
Juice or Fruit or  
Vegetable  
Meat  
Bread or  
Cereal

### Supper

Milk  
Meat or Poultry or  
Fish or Cheese or  
Eggs or  
Peanut Butter or  
Dried Beans and Peas  
Fruits (2 or more) or  
Vegetables (2 or more)  
or Fruits & Vegetables



SIZE OR DESCRIPTION OF SERVING	NO. OF SERVINGS	AMOUNT OF FAT	AMOUNT OF SUGAR	AMOUNT OF SODIUM	AMOUNT OF CALORIES
1/2 cup	1	10g	10g	100mg	100
1/4 cup	2	20g	20g	200mg	200
1/8 cup	4	40g	40g	400mg	400
1/2 cup	1	10g	10g	100mg	100
1/4 cup	2	20g	20g	200mg	200
1/8 cup	4	40g	40g	400mg	400

EST. NO	AMOUNT TO
TO BE	PREPARE
SERVED	

AMOUNT  
SERVED

NUMBER SERVED  
Children-Adults

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Name of site \_\_\_\_\_

Inventory period \_\_\_\_\_

Beginning inventory \$ \_\_\_\_\_

From \_\_\_\_\_

Purchase  
unit

Unit  
cost

X

Quantity  
on hand

=

Total  
inventory  
value

Total ending inventory \$ \_\_\_\_\_



MONDAY

Pickle loaf sandwich (2 oz. meat/bread)  
Mustard  
Carrot and cucumber sticks (1/4 cup)  
Canned peaches (1/2 cup)  
Milk (1/2 pint)

Bologna and cheese on sesame seed bun (1 oz. meat/1 oz. cheese/bread)  
Shredded lettuce and tomato/dressing (1/4 cup vegetable)  
Orange (medium) (1/2 cup)  
Milk (1/2 pint)

Tunaburger on bun (2 fish/bread)  
Tomato juice (1/2 cup)  
1/4 cup vegetable)  
Peach (medium) (1/2)  
Milk (1/2 pint)

TUESDAY

Peanut butter & jelly sandwich (2 Tbsp. peanut butter/bread)  
Cheese wedge (1 oz.)  
Coleslaw/carrot, green pepper (1/4 cup)  
Banana, petite (1/2 cup)  
Milk (1/2 pint)  
Cookie - 1

Frankfurter on bun (2 oz. meat/bread)  
Mustard, catsup  
Coleslaw with carrots (1/4 cup)  
Nectarine (medium) (1/2 cup)  
Milk (1/2 pint)

Cheese sandwich on wheat bread (2 oz. cheese/bread)  
Relishes (celery, carrot, pickle sticks, olives) (1/4 cup)  
Apple sauce (1/2 cup)  
Milk (1/2 pint)

WEDNESDAY

Hamburger on bun (2 oz. meat/bread), onion slice  
Mustard catsup  
Garden salad/dressing (1/4 cup vegetable)  
Fresh orange (medium) (1/2 cup)  
Milk (1/2 pint)

Spiced luncheon meat on wheat bread (2 oz. meat/bread)  
Mustard  
Tossed salad/dressing (1/4 cup vegetable)  
Raisins (1/4 cup)  
Orange juice (1/2 cup - 1/4 cup credit)  
Milk (1/2 pint)

Salami sandwich (2 oz. meat/bread)  
Mustard  
Garden salad/dressing (1/4 cup vegetable)  
Fruit cocktail (1/2)  
Milk (1/2 pint)

THURSDAY

Cheese sandwich (2 oz. cheese/bread)  
Cherry tomatoes (1/4 cup)  
Fresh fruit cup (1/2 cup)  
Milk (1/2 pint)

Turkey sandwich (2 oz. meat/bread)  
Mustard/mayonnaise  
Relishes (celery, cucumber, carrot sticks and olives) (1/4 cup)  
Fresh pear (medium) (1/2 cup)  
Milk (1/2 pint)

Fish on bun (2 oz. fish/bread)  
Catsup/tartar sauce  
Coleslaw/green pepper (1/4 cup)  
Fresh plums (2 small) (1/2 cup)  
Milk (1/2 pint)

FRIDAY

Ham on bun (2 oz. meat/bread)  
Mustard  
Dill pickle wedge (1/4 cup)  
Cantaloupe wedge (1/2 cup)  
Milk (1/2 pint)  
Cookie - 1

Bologna sandwich (2 oz. meat/bread)  
Mustard  
Tomato slices (1/4 cup)  
Pineapple tidbits (1/2 pint)  
Milk (1/2 pint)  
Peanuts (1 oz.)

Hoagie sandwich (2 oz. meat/cheese/1/4 cup vegetable/bread)  
Banana, petite (1/2)  
Milk (1/2 pint)  
Potato chips (3/4 oz.)

	Breakfast	Snack	Lunch or Supper
Menu 1	Cantaloupe (1/2 cup) Baked scramble Egg (1) Whole wheat toast (1 slice) Milk (1/2 pint)	Milk (1/2 pint) Doughnut	Hoagie sandwich (2 ounces meat/cheese, 1/4 vegetable, bread) Nectarine, medium (1/2) Milk (1/2 pint) Brownie (1)
Menu 2	Banana, petite (1/2 cup) Cornflakes (3/4 cup) Milk (1/2 pint)	Tomato juice (3/4 cup) Celery sticks (1/4) Cheese toast (1 stick)	Oven-fried chicken/gr (2 ounces meat) Mashed potatoes (1/2) Green peas (1/4 cup) Biscuit/honey (1) Milk (1/2 pint)
Menu 3	Pineapple juice (1/2 cup) Muffin (1) Milk (1/2 pint)	Milk (1/2 pint) Graham crackers (3)	Hamburger on bun (2 ounces meat, bread) French fried potatoes (1/2 cup) Lettuce, onion and pi (1/4 cup) Milk (1/2 pint)
Menu 4	Hash brown potatoes (1/2 cup) Link sausage (1) Toast (1 slice) Milk (1/2 pint)	Apricot halves (3/4 cup) Raisins, 1-1/2 ounce box (1/4 cup) Enriched cookies	Tuna fish salad on b (2 ounces fish) Tomato juice, (1/2 c (1/4 cup vegetable) Apple, small (1/2 cup) Whole wheat bread (1) Milk (1/2 pint) Potato chips, 3/4 cup
Menu 5	Grape juice (1/2 cup) Peanut butter/honey (2 tsp.) on whole wheat toast Milk (1/2 pint)	Milk (1/2 pint) Rice krispies (3/4 cup)	Macaroni and cheese (1 ounce cheese) Spinach (1/4 cup) w/ Hard-cooked egg (1/2) Orange, medium (1/2) Hot roll (1) Milk (1/2 pint) Oatmeal cookie (1)
Menu 6	Apple juice (1/2 cup) English muffin (1) Jelly (1 tsp.) Milk (1/2 pint)	Sliced banana (1/2 cup) in orange juice, (1/2 cup) Crackers (2) Cheese (1/2 ounce)	Frankfurter on bun (meat, bread) Baked beans (1/2 cup) Cole slaw (1/4 cup) Milk (1/2 pint) Ice cream (1 serving)



	Breakfast	Snack	Lunch or Supper
Menu 7	Tomato slices (1/2 cup) Hard-cooked egg (1) Toast (1 slice) Milk (1/2 pint)	Milk (1/2 pint) Cinnamon toast (1 slice)	Pizza (2 ounces meat bread) Relishes (carrot sticks, cauliflower and olive oil) (1/4 cup) Grapes (1/2 cup) Milk (1/2 pint)
Menu 8	Orange juice (1/2 cup) Oatmeal/raisin/brown sugar (3/4 cup) Milk (1/2 pint)	Sliced fresh peaches (1/2 cup) Milk (1/2 pint) Puffed wheat (3/4 cup)	Chicken-vegetable soup (1/2 cup (1 ounce meat, 1/2 cup vegetable)) Peanut butter & jelly sandwich (2 Tbsp. peanut butter) Watermelon (1/2 cup) Milk (1/2 pint)
Menu 9	Applesauce (1/2 cup) Pancakes/syrup (2) Milk (1/2 pint)	Milk (1/2 pint) Bagel (1) Cream cheese (1 tsp.)	Ground beef and spaghetti (2 ounces meat) Tossed green salad/dressing (1/4 cup vegetable) Plums, 2 (1/2 cup fruit) French bread (1 slice) Milk (1/2 pint)
Menu 10	Orange section (1/2 cup) Cheese toast (1 slice) Milk (1/2 pint)	Grape juice (1 cup) 1/2 peanut butter sandwich (1 tsp. peanut butter, bread)	Fish sticks (2 ounces) French fried potatoes (1 cup) Tomato salad/dressing (1/4 cup) Cornbread (1 square) Milk (1/2 pint) Tapioca pudding (1/2 cup)
Menu 11	Blended juice (1/2 cup) Cinnamon roll (1) Milk (1/2 pint)	Milk (1/2 pint) Enriched cookies (2)	Bean tacos, (2) (2 ounces meat/cheese bread) Shredded lettuce (1/4 cup) Strawberries (1/2 cup) Milk (1/2 pint)

Vegetable	Size and Count	Serving Size and Yield
Carrot Sticks	Specify U.S. #1, with 1-1/8 inch minimum diameter. About 7-1/2 inches long. Six per pound. Fifty-pound mesh bag.	1 stick is 7 inches long x 1/2 inch wide 12 sticks = 1/2 cup 6 sticks = 1/4 cup 3 sticks = 1/8 cup
Cauliflower	Specify in cartons 18-24 pounds, or wirebound crates 45-50 pounds.	1 medium head = about 6 cups florets
Celery Sticks	Specify 2, 2-1/2, or 3 dozen stalks per crate. Crates weigh 65-75 pounds net.	1 stick is 3 inches long and 3/4 inch wide 8 sticks = 1/2 cup 4 sticks = 1/4 cup 2 sticks = 1/8 cup
Cucumber	Specify 2-inch minimum diameter. This information will be stamped on basket. Cucumbers will vary from 2 to 2-1/2 inches in diameter and are about 7-1/2 inches long.	
Slices	1/8 inch thick slices	8 slices = 1/2 cup 4 slices = 1/4 cup 2 slices = 1/8 cup
Sticks	Cut in thirds crosswise and then each third into fourths lengthwise for sticks.	1 cucumber = 12 sticks 4 sticks = 1/2 cup 2 sticks = 1/4 cup 1 stick = 1/8 cup
Lettuce Head (Iceberg)	Specify 2 dozen heads, weight 40-48 pounds. One piece (4-1/4" x 4-1/2").	2 pieces = 1/2 cup 1 piece = 1/4 cup 1/2 piece = 1/8 cup
Leaf	Specify 2 dozen heads, weight 18 pounds.	1 large leaf = 1/4 cup 2 medium leaves = 1/4 cup 3 small leaves = 1/4 cup
Olives, Ripe	Large	14 olives = 1/2 cup 7 olives = 1/4 cup 4 olives = 1/8 cup
Dill Pickles	Specify large size, 4 to 4-3/4 inches long, 22 to 39 count per gallon.	1 pickle = 1/2 cup 1/2 pickle = 1/4 cup 1/4 pickle = 1/8 cup



Vegetable	Size and Count	Serving Size and Yield
Pickles	<u>Specify small size, 2-1/2 to 4-1/2 inches long, 52 to 60 count per gallon.</u>	3 pickles = 1/2 cup 1-1/2 pickles = 1/4 cup 3/4 pickle = 1/8 cup
Radishes	<u>Specify U.S. #1, 1/2-inch diameter minimum, without tops. Small, 45 radishes per pound.</u>	8 radishes = 1/2 cup 4 radishes = 1/4 cup 2 radishes = 1/8 cup
Tomatoes		
Wedges	<u>Specify 5 x 6 size, extra large, 30 pounds net per container. Tomato is 2-1/8 inches x 3 inches in diameter, 2-1/4 tomatoes per pound.</u>	1/2 tomato = 1/2 cup 1/4 tomato = 1/4 cup 1/8 tomato = 1/8 cup
Slices	<u>Specify 6 x 7 size, medium. Slice in 1/4 inch slice.</u>	4 slices = 1/2 cup 2 slices = 1/4 cup 1 slice = 1/8 cup
Cherry	<u>Specify standard size, reasonably uniform in size. Volume given in cups.</u>	8 tomatoes = about 1/2 cup 4 tomatoes = about 1/4 cup 2 tomatoes = about 1/8 cup
Fruit	Size and Count	Serving Size and Yield
Apples	<u>Specify U.S. #1 wholesale basket with apples having a minimum of 2-1/4 inch diameter (small apple).</u>	1 apple = 1/2 cup 1/2 apple = 1/4 cup 1/4 apple = 1/8 cup
Bananas	<u>Purchased by fingers. No trade size. Small or petite bananas. Three bananas per pound.</u>	1 banana = 1/2 cup 1/2 banana = 1/4 cup 1/4 banana = 1/8 cup
Berries		
Strawberries	<u>Specify U.S. #1. Minimum diameter 3/4 inch. Sold in quarts and pints.</u>	1/2 cup ready-to-eat berries = 1/2 cup 1/4 cup ready-to-eat berries = 1/4 cup 1/8 cup ready-to-eat berries = 1/8 cup
Blueberries	<u>Specify U.S. #1. No minimum. Sold in quarts and pints.</u>	

Fruit	Size and Count	Serving Size and Yield
Cantaloupe	<u>Specify Size 36.</u> Medium size, 5-1/2 inches diameter. One and 2/3 pounds per melon.	1/4 melon = 1/2 cup 1/8 melon = 1/4 cup 1/16 melon = 1/8 cup
Grapes	<u>Specify variety desired.</u> Concord, Delaware, etc. (slip skin) average 2-3/4 cups per pound.  Tokay, Thompson Seedless, etc., (adherent skins) average 1 1/3 grapes per pound.	16 grapes = about 1/2 cup 8 grapes = about 1/4 cup 4 grapes = about 1/8 cup  38 grapes = about 1/2 cup 19 grapes = about 1/4 cup 10 grapes = about 1/8 cup
Nectarines	<u>Specify Size 3 x 4.</u> Size is standard with fruit having a 1-3/4 to 2-1/2 inches diameter.	1 nectarine = 1/2 cup 1/2 nectarine = 1/4 cup 1/4 nectarine = 1/8 cup
Oranges	<u>Specify 138 (Calif. or Ariz.) or 125 size (Fla. or Texas).</u> Size designation, printed on carton, indicates number of fruit in carton. Medium (or smaller) orange, 4 per pound.	1 orange = 1/2 cup 1/2 orange = 1/4 cup 1/4 orange = 1/8 cup
Plums	<u>Specify Size 3 x 4 x 5.</u> Containers yield a count of 60 pieces of small fruit. Available in 4 baskets per crate.	2 plums = about 1/2 cup 1 plum = about 1/4 cup 1/2 plum = about 1/8 cup
Peaches	<u>Specify 2 to 2-1/2 inch minimum diameter.</u> Available in Eastern basket. Four peaches per pound.	1 peach = 1/2 cup 1/2 peach = 1/4 cup 1/4 peach = 1/8 cup
Pears	<u>Specify 150 or 135 count.</u> Diameter of pears of both counts is 2-1/2 inches. 150 count is a short fruit, while 135 count is a long fruit. Four pears per pound.	1 pear = 1/2 cup 1/2 pear = 1/4 cup 1/4 pear = 1/8 cup



Fruit	Size and Count	Serving Size and Yield
Raisins	Specify bulk purchase or individual packages, 1-1/2 ounce each.	Yield of bulk: 3-1/3 oz. = 1 cup 2-2/3 oz. = 1/2 cup 1-1/3 oz. = 1/4 cup Yield of individual package: 1 package (1-1/2 oz.) = about 1/4 cup fruit
Tangerines	Specify size 176. Fruit will average 2-3/8 inches in diameter. Four tangerines per pound.	1 tangerine = about 1/2 cup
Watermelon	Specify average size. Melons will average about 28 pounds. Serving size determined by quartering the melon.	Yield of quarter of melon: 1/16 quarter = 1/2 cup 1/32 quarter = 1/4 cup 1/64 quarter = 1/8 cup

Vitamin A

VEGETABLES

Asparagus  
Broccoli  
Carrots  
Chili peppers (red)  
Collards  
Kale  
Mixed vegetables  
Peas and carrots  
Pumpkins  
Spinach  
Squash, winter  
Sweet peppers, red  
Tomatoes  
Tomato juice,  
    paste or puree  
Turnip greens  
Vegetable juices

FRUITS

Apricots  
Cantaloupe  
Cherries, red sour  
Nectarines  
Peaches  
Plums, purple  
Prunes

Vitamin C

VEGETABLES

Asparagus  
Broccoli  
Brussels sprouts  
Cabbage  
Cauliflower  
Chili peppers  
Collards  
Kale  
Okra  
Peppers, sweet  
Potatoes, white  
Spinach  
Sweetpotatoes  
Rutabagas  
Tomatoes  
Tomato juice,  
    paste or puree  
Turnip greens  
Turnips

FRUITS

Cantaloupe  
Grapefruit  
Grapefruit juice  
Grapefruit-Orange juice  
Honeydew melon  
Oranges  
Orange juice  
Pineapple juice (vitamin C restored)  
Raspberries  
Strawberries  
Tangelos  
Tangerines



## Iron

## VEGETABLES

Asparagus  
Beans-green,  
    wax, lima  
Broccoli  
Brussels sprouts  
Dark green leafy  
    vegetables -  
    beet greens,  
    collards, kale,  
    spinach, turnip  
    greens  
Peas, green  
Squash  
Sweetpotatoes  
Tomatoes (canned)  
Tomato juice,  
    paste or puree

## FRUITS

Apples (canned)  
Berries  
Dried fruits -  
    dates  
    apricots,  
    figs,  
    peaches,  
    prunes,  
    raisins  
Plums

## MEAT AND MEAT ALTERNATES

Dry beans and peas  
Eggs  
Red meats, especially  
    liver and other  
    organ meat  
Peanut butter  
Poultry  
Shell fish  
Tuna

The following is a list of full-strength fruit and vegetable juices which may be served in the Summer Food Service Program for Children:

Apple  
Grape  
Grapefruit  
Grapefruit-Orange  
Orange  
Pineapple  
Prune  
Tangerine  
Tomato

Any blend or combination of the above juices would also be acceptable.



ITEM	SERVING	QUANTITY	
		(Grams)	(Ounces)
Bagel	1	40	1.4
Biscuits	1	28	1.0
Boston brown bread	1	48	1.7
Buns (all types)	1	30	1.1
Cookie (use at snack only)	1	50	1.8
Cornbread	1	28	1.0
Doughnuts (use at breakfast only)	1	32	1.1
English muffins	1	40	1.4
French, Vienna or Italian bread	1	28	1.0
"Fry" bread	1	32	1.1
Muffins	1	40	1.4
Pretzels, Dutch (soft)	2	32	1.2
Pumpernickel	1	28	1.0
Raisin bread	1	25	0.9
Rolls	1	28	1.0
Rye bread	1	25	0.9
Salt sticks	1	25	0.9
Stuffing (bread portion weighs 25 grams)	1	80	2.8
Syrian bread (Flat)	1	25	0.9
White bread	1	25	0.9
Whole wheat bread	1	25	0.9
Bread sticks (dry)	3	21	0.6
Graham crackers	3	21	0.6
Melba toast	5	20	0.5
"Pilot" bread	2	32	1.2
Rye wafers (whole-grain)	4	20	0.8
Saltine crackers	8	22.4	0.8
Soda crackers	3	21	0.6
Taco shells	2	20	0.8
Zwieback	3	21	0.6
Dumplings	1	45	1.6
Hush puppies	1	30	1.1
Meat/meat alternate pie crust	1	30	1.1
Meat/meat alternate turnover crust	1	42	1.5
Pancake	1	50	1.8
Pizza crust	1	30	1.1
Popovers	1	50	1.8
Sopapillas	1	30	1.1
Spoonbread	1	30	1.1
Tortillas	2	50	1.8
Waffles	1	30	1.1

1/ Serving sizes given are equal to 1 slice of bread, children younger than 6 years should receive 1/2 of serving.

Note: All products must be made of whole-grain or enriched flour or meal.

Administering Agency	The State Agency or the USDA Food and Nutrition Service Regional Office which directly administers the Summer Food Service Program to sponsors. This is the agency which approves applications.
Camp	Residential summer camps which offer a regularly scheduled food service as part of an organized program for enrolled children and which serve up to four meals a day, and nonresidential programs which offer a regularly scheduled, organized cultural or recreation program for enrolled children and which serve such children four meals a day or three meals consisting of a breakfast, lunch and supper.
Child	Any person age 18 and under and persons over 18 who are determined by a State or local educational agency <del>to be</del> mentally or physically handicapped and who participate in a public school program for such handicapped persons.
Component	Each required item of a meal, such as milk, meat or meat alternate, two or more fruits or vegetables and bread or bread equivalent.
Meal	A breakfast, lunch, supper or snack which meets USDA nutritional standards and which is served to children at a food service site.
Meal Type	Any one of the four kinds of meals eligible for USDA reimbursement.
Needy Children	Children from families whose income is below the USDA income poverty guidelines. (The National School Lunch Program, the School Breakfast Program and Child Care Food Program use the same guidelines. Children eligible for free or reduced-price meals in those programs are considered needy).
Onsite Preparation	Meals prepared and served at the same location.
Program Adult	Adult staff who prepare or serve meals or supervise children at meal time. This does not include adults whose jobs are on the administrative staff, such as monitors.
Unit	Serving all components of a meal together at the same time. For example, the milk and fruit components of a lunch cannot be served as a "snack" later in the day.
Unitized Meal	Meals delivered by a vendor with all components of each meal in one package (with the exception of milk). The administering agency may approve exceptions to unitizing certain other components of a meal such as fruit juice.
Vendor	A commercial operation catering meals, also referred to as a food service management company.
Net Program Costs	The cost of operating a food service including food costs, labor costs, cost of nonfood supplies and rental and use



Please complete, detach this form and mail to the Child Care and Summer Programs Division, Food and Nutrition Service, U.S. Department of Agriculture, Washington, D.C. 20250. If more space is needed for answers, please attach additional sheets of paper.

1. Did you receive adequate assistance in planning, organizing, and managing the program? If no, please explain.
2. Did you receive sufficient training in all areas of program administration and operation? If no, please explain.
3. Did you have problems in training your administrative and site personnel and monitors? If yes, please explain.
4. If you contracted with a vendor for the preparation and delivery of meals did you have problems with the bid procedure, the contract procedure, timely delivery of unitized meals, quality of meals, or recordkeeping? If yes, please describe and include any other problems with the vendor.
5. If you used onsite preparation, did you have problems with preparing meals onsite, such as adequate food preparation, refrigeration and storage facilities, planning menus which meet the meal pattern requirements, purchasing appropriate foods and recordkeeping? If yes, please describe and include any other problems with onsite preparation.
6. If you had to provide for an audit of the program, did you have problems in securing an appropriate auditing firm? If yes, please explain and include any other problems you had in providing for an audit.
7. Did you receive copies of the Sponsor Handbook, Site Handbook, Monitor Handbook, Audit Guide and posters? Are these program aids clear and understandable and can they be improved? If so, give suggestions for areas which could be improved.
8. Are the regulations clear and do you have any suggestions for changes which should be incorporated in the regulations?
9. Was there adequate personnel on your staff to effectively monitor sites?
10. Did site supervisors maintain all required records such as food purchase receipts, attendance records, where applicable, menus, etc.? Describe your system for collecting these records.
11. If you are a sponsor in a rural area, what extraordinary administrative costs did you incur that perhaps urban type sponsors may not?



### SITE INFORMATION (Summer Food Service Program for Children)

**INSTRUCTIONS:** Complete this form in duplicate for each feeding site and for each session (if more than one is offered) which will be administered by the applicant. Attach one copy to Form 1506 (Application for Participation); retain a copy for your file.

If more space is needed, continue on a plain sheet of paper, number each item and attach to this form. A Site Information form must be submitted and approved before meals served at the site are eligible for reimbursement.

Name of Food Service Site		Telephone No. (include A/C)
Address of Site		
Name of Person in Charge at Site		Title
Name of Sponsor Representative Who Visited Site		Date of Preprogram Visit
Period of Operation of Food Service From (mo., day, yr.)	thru	Expected Average Daily Participation
Total Expected Hours of Operation		
Number of Operating Days May June July Aug. Sept.		Total Number of Operating Days

1. Type of Site: ☐ (a) Residential Camp (serving 1 - 4 meals) ☐ (b) Non-Residential Camp Situation (serving 4 meals)  
☐ (c) Other Site (serving 1 - 3 meals)

A. If answer above is (a) or (b), provide data to document the number of children eligible for free and reduced price school meals served by the camp. (Attach source document. If data is unavailable now, it must be provided to the DHR office at least 14 days prior to the beginning of the session.)

B. If answer above is (c), provide data to document that at the site for which reimbursement will be claimed at least one-third of the enrolled children are eligible for free or reduced price school meals or that all children participating come from areas in which poor economic conditions exist. (Attach source document. If data is unavailable now, it must be provided to the DHR office at least 14 days prior to the beginning of operation.)

2. Does being enrolled in the camp establish children's eligibility for free or reduced price meals? . . . . . ☐ Yes ☐ No

If no, (a) Indicate the geographic boundaries of area served: \_\_\_\_\_

(b) give the estimated percentage of children eligible for free or reduced price school meals . . . . . %

3. Types of Meals	Est. Number of Eligible Children To Be Served	MEAL SERVICE TIME		FOR DHR USE ONLY	
		Begins	Ends	Appr.	Disappr.
Breakfast					
AM Supplement					
Lunch					
PM Supplement					
Supper					

4. Method of Meal Preparation:

- ☐ Use of School Food Service Facilities ☐ Contract with Food Service Management Company  
☐ On Site Preparation ☐ Other (specify) \_\_\_\_\_



5. Describe the meal service areas including: A. Feeding capacity \_\_\_\_\_ B. System for serving meals to children \_\_\_\_\_  
C. System of supervising meal service \_\_\_\_\_

6. Personnel Working at Site		Number of Personnel In That Position	Number of Hrs. per Day Spent on Food Service	Wages per Hr. (indicate volunteers with V)	Total Wages for Program	Source of Funds (Reimbursement, CETA, etc.)	Specific Food Service Duties	Date of Employment In This Program
Title of Position								

7. Is there a regularly scheduled organized activity . . . . . ☐ Yes ☐ No

If yes, describe: \_\_\_\_\_

8. Describe the provisions for meal service during periods of inclement weather:

\_\_\_\_\_

9. Did the site participate in last year's summer food service program? . . . . . ☐ Yes ☐ No

If yes, give name of sponsor \_\_\_\_\_

10. Are meals to be delivered to camp or site? . . . . . ☐ Yes ☐ No

If yes, answer questions 11-13.

If no, form is complete except for certification below.

COMPLETE ITEMS 11-13 ONLY IF MEALS ARE TO BE DELIVERED TO CAMP OR SITE.

11. Describe the means of communication with the sponsor which will be used to adjust meal deliveries:

\_\_\_\_\_

12. Will delivery be within one hour of the food service? . . . . . ☐ Yes ☐ No  
If no, describe arrangements within standards prescribed by local health authorities for delivery and holding of meals until time of meal service:

\_\_\_\_\_

13. If there is an excess of meals delivered, describe arrangements for returning to vendor or storing until they can be served:

\_\_\_\_\_

I certify that this site has been visited and that the information on this form is true and correct to the best of my knowledge. I understand this information is being given in connection with the receipt of Federal funds, and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes. The program must be made available to all children regardless of race, color or national origin.

X

Signature—Authorized Sponsor Representative

Date

Title



### SITE INFORMATION (Summer Food Service Program for Children)

**INSTRUCTIONS:** Complete this form in duplicate for each feeding site and for each session (if more than one is offered) which will be administered by the applicant. Attach one copy to Form 1506 (Application for Participation); retain a copy for your file.

If more space is needed, continue on a plain sheet of paper, number each item and attach to this form. A Site Information form must be submitted and approved before meals served at the site are eligible for reimbursement.

Name of Food Service Site		Telephone No. (include A/C)
Address of Site		
Name of Person in Charge at Site		Title
Name of Sponsor Representative Who Visited Site		Date of Preprogram Visit
Period of Operation of Food Service From (mo., day, yr.) _____ thru _____	Expected Average Daily Participation	Total Expected Hours of Operation
Number of Operating Days May _____ June _____ July _____ Aug. _____ Sept. _____		Total Number of Operating Days

- 1. Type of Site:** ☐ (a) Residential Camp (serving 1 - 4 meals) ☐ (b) Non-Residential Camp Situation (serving 4 meals)  
☐ (c) Other Site (serving 1 - 3 meals)

A. If answer above is (a) or (b), provide data to document the number of children eligible for free and reduced price school meals served by the camp. (Attach source document. If data is unavailable now, it must be provided to the DHR office at least 14 days prior to the beginning of the session.)

B. If answer above is (c), provide data to document that at the site for which reimbursement will be claimed at least one-third of the enrolled children are eligible for free or reduced price school meals or that all children participating come from areas in which poor economic conditions exist. (Attach source document. If data is unavailable now, it must be provided to the DHR office at least 14 days prior to the beginning of operation.)

- 2. Does being enrolled in the camp establish children's eligibility for free or reduced price meals?** . . . . . ☐ Yes ☐ No

If no, (a) Indicate the geographic boundaries of area served: \_\_\_\_\_

(b) give the estimated percentage of children eligible for free or reduced price school meals . . . . . %

3. Types of Meals	Est. Number of Eligible Children To Be Served	MEAL SERVICE TIME		FOR DHR USE ONLY	
		Begins	Ends	Appr.	Disappr.
Breakfast					
AM Supplement					
Lunch					
PM Supplement					
Supper					

**4. Method of Meal Preparation:**

- ☐ Use of School Food Service Facilities ☐ Contract with Food Service Management Company  
☐ On Site Preparation ☐ Other (specify) \_\_\_\_\_



5. Describe the meal service areas including: A. Feeding capacity \_\_\_\_\_ B. System for serving meals to children \_\_\_\_\_  
C. System of supervising meal service \_\_\_\_\_

6. Personnel Working at Site		Number of Personnel In That Position	Number of Hrs. per Day Spent on Food Service	Wages per Hr. (indicate volunteers with V)	Total Wages for Program	Source of Funds (Reimbursement, CETA, etc.)	Specific Food Service Duties	Date of Employment In This Program
Title of Position								

7. Is there a regularly scheduled organized activity . . . . . ☐ Yes ☐ No

If yes, describe: \_\_\_\_\_

8. Describe the provisions for meal service during periods of inclement weather:

9. Did the site participate in last year's summer food service program? . . . . . ☐ Yes ☐ No

If yes, give name of sponsor \_\_\_\_\_

10. Are meals to be delivered to camp or site? . . . . . ☐ Yes ☐ No

If yes, answer questions 11-13.

If no, form is complete except for certification below.

COMPLETE ITEMS 11-13 ONLY IF MEALS ARE TO BE DELIVERED TO CAMP OR SITE.

11. Describe the means of communication with the sponsor which will be used to adjust meal deliveries:

12. Will delivery be within one hour of the food service? . . . . . ☐ Yes ☐ No  
If no, describe arrangements within standards prescribed by local health authorities for delivery and holding of meals until time of meal service:

13. If there is an excess of meals delivered, describe arrangements for returning to vendor or storing until they can be served:

I certify that this site has been visited and that the information on this form is true and correct to the best of my knowledge. I understand this information is being given in connection with the receipt of Federal funds, and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes. The program must be made available to all children regardless of race, color or national origin.

X

Signature—Authorized Sponsor Representative

Date

Title





SUMMER  
FOOD  
SERVICE  
PROGRAM  
1978



Requirements:

Breakfast:

1. 1/2 pint milk as a beverage, on cereal or both.
2. 1/2 cup fruit, vegetable or juice.
3. 1 slice whole grain or enriched bread or equivalent, or 3/4 cup or 1 oz. (lesser) enriched, whole grain or fortified cereal or a combination.

Lunch:

1. 1/2 pint milk as a beverage.
2. 2 oz. edible cooked lean meat, poultry or fish, cheese, or 1 egg, or 1/2 cup cooked dry beans or peas or 4 T. peanut butter or combination. (Main dish or main dish and one other item).
3. 3/4 cup of 2 or more vegetables or fruit or both. Juice - not more than 1/4 cup credit.
4. 1 slice whole grain or enriched bread or equivalent.

Supplement: Shall contain two of the following components,

1. 1/2 pint milk.
2. 1 oz. meat or meat alternate.
3. 8 oz. juice (not with milk) or 1 cup fruit or vegetable.
4. 1 slice whole grain or enriched bread or equivalent, or 3/4 cup or 1 oz. (lesser) enriched, whole grain or fortified cereal or a combination.

Quantities for 10-12 year olds - greater or lesser amounts allowed. If under one year, must follow Child Care Food Program meal patterns.



#### Meat/Meat Alternates

Edible cooked lean meat, poultry, fish, cheese, egg, dry beans or peas or peanut butter.

Served in a main dish or in a main dish and one other menu item.

Frankfurters - count as listed in the Food Buying Guide but encourage them to add another meat item as at least 12% may not be meat. Be sure to avoid those with "Byproducts or Variety Meats" and/or "also contain nonmeat binders."

Check meat products for items not credited as meat - these are, partially defatted beef fatty tissue or partially defatted pork fatty tissue - when listed on the label.

Textured vegetable protein - must be hydrated at exactly 1 to 1.5. Must be a TVP on the approved listing: the hydrated TVP may not be more than 30% to 70% meat. When combined (only with meat, poultry or fish), count it as the full meat item.

Cheese alternates, if used, must be approved by FNS and must be combined on a 1 to 1 basis with natural or processed cheese and melted together in a cooking or heating process.

Protein fortified enriched macaroni must be from the approved FNS listing and one oz. dry (1/2 to 3/4 cup cooked) product must be mixed with one oz. cooked meat, poultry, fish or cheese.

Pea and bean soup - one cup reconstituted equals 1/2 cup beans or peas.

Beans and peas may be counted as a meat alternate or a vegetable, not both in the same meal.

Cheese foods or cheese spreads - must serve twice as much as a natural or processed cheese as these products contain only 50% cheese and the remainder is cream, milk, skim milk and/or cheese whey.

#### Milk

Whole, lowfat, skim, cultured buttermilk, flavored milk or lactobacillus acidophilus fluid milk which meet State and local standards for sanitation and butterfat content; must be pasteurized.

Must be served as a beverage in lunch or supper. For breakfasts or snacks, as a beverage, or on cereal, or as a beverage and on cereal.

If you wish to count milkshakes, count only the milk you start with as meeting this requirement.

DO NOT COUNT - sweetened condensed, evaporated or any kind of dry milk, ice cream, cheeses, yogurt, or cream.



Acceptable Bread and Bread Products - (All products made of whole grain or enriched flour or meal as primary ingredient on label equal to a slice of bread).

Group I - At least 25 grams or .9 oz. (Appr. 35% moisture)

	SIZE	WEIGHT	
		GRAMS	OR OZ.
Bagels	1 bagel	40	1.4
Biscuits	1 serving	28	1.0
Boston Brown Bread	1 serving	48	1.7
Buns (all types)	1 bun	30	1.1
Cornbread	1 serving	28	1.0
Doughnuts (all types - SFSP)	1 doughnut	32	1.1
Breakfasts and snacks)			
English Muffins	1 muffin	40	1.4
French or Vienna Bread	1 serving	28	1.0
Fry Bread	1 piece	32	1.1
Italian Bread	1 serving	28	1.0
Muffins	1 muffin	40	1.4
Pretzels, Soft Dutch Twisted	2	16 ea.	.6 ea.
Pumpernickel	1 slice	28	1.0
Raisin Bread	1 slice	25	.9
Rolls (all types)	1 roll	28	1.0
Rye Bread	1 slice	25	.9
Salt Sticks	1 stick	25	.9
Stuffing (Bread)	1 serving	80	2.8
Syrian Bread (flat)	1 section	25	.9
White Bread	1 slice	25	.9
Whole Wheat Bread	1 slice	25	.9
Coffee Cake (Grain Portion - SFSP)	1 serving	25	.9
Breakfasts and Snacks)			

Group II - At least 20 grams or .7 oz. (Appr. 10% moisture)

Bread Sticks (Dry)	3 sticks	7 ea.	.2 ea.
Graham Crackers	3 crackers	7 ea.	.2 ea.
Melba Toast	5 pieces	4 ea.	.1 ea.
Pilot Bread	2 pieces	16 ea.	.6 ea.
Rye Wafers (Whole Grain)	4 wafers	5 ea.	.2 ea.
Saltine Crackers	8 crackers	2.8 ea.	.1 ea.
Soda Crackers	3 crackers	7 ea.	.2 ea.
Taco Shells	2 shells	10 ea.	.4 ea.
Zwieback	3 pieces	7 ea.	.2 ea.
Toaster Pastries	1 serving	20 ea.	.7 (weight of crust)
May be counted for breakfast or snack in SFSP. (Cannot count fruit fillings toward other requirements)			

All other types of crackers must fall into this category - at least 20 grams.

Group III - At least 30 grams or 1.1 oz. (Appr. 50% moisture)

Dumplings	1 dumpling	45	1.6
Hush Puppies	1 serving	30	1.1
Meat/Meat Alternate Pie Crust	1 serving	30	1.1
Meat/Meat Alternate Turnover Crust	1 serving	42	1.5
Pancakes	1 pancake	50	1.8
Pizza Crust	1 serving	30	1.1
Popovers	1 popover	50	1.8
Sopapillas	1 serving	30	1.1
Spoonbread	1 serving	30	1.1
Tortillas (flour or corn)	2	25	.9 each
Waffles	1 serving	30	1.1
Cookies (for SFSP snack only)	?	50	1.8
Fruit Turnover (Grain Portion - breakfast or snacks	1 serving	30	1.1



### Fruit/Vegetables

Two or more fruits or vegetables or both, in raw or cooked form. 1/4 cup of full-strength juice may be counted to meet not more than 1/4 cup of the requirement in the lunch.

Juices which can be counted are:

Orange, pineapple, prune, apple, grape, grapefruit, grapefruit/orange, tomato, tangerine, lemon.

Those not listed cannot be counted.

Fruit bases must be made of a base juice which has industry standards (listed above) and be labeled, or "moving towards" labels saying:

50% full strength juice and 1/2 cup of this product provides the equivalent of 1/4 cup full strength juice.

Soups which can be counted are:

Tomato  
Vegetable  
Minestrone  
Clam Chowder

And 1/2 cup reconstituted equals 1/8 cup vegetable.

Pea and bean soup -

1/2 cup reconstituted equals 1/4 cup vegetable

Fruits/vegetables which do not count:

Hominy  
Coconut  
Catsup  
Jellies, Marmalades, Preserves, Jams, Dried Vegetables  
Marshmallows  
Lard and Butter  
Ice Cream  
Yeast  
Soup Bases  
Pudding Mixes  
Mayonnaise  
Mustard  
Pickle Relish  
Rice  
Macaroni, Noodles, Spaghetti  
Nuts  
Potato Chips, Sticks, Corn Chips, etc.  
Salad Dressings  
Spices and Seasonings  
Whipped Cream  
Gelatin  
Popcorn  
Bacon  
Honey  
Cream Cheese

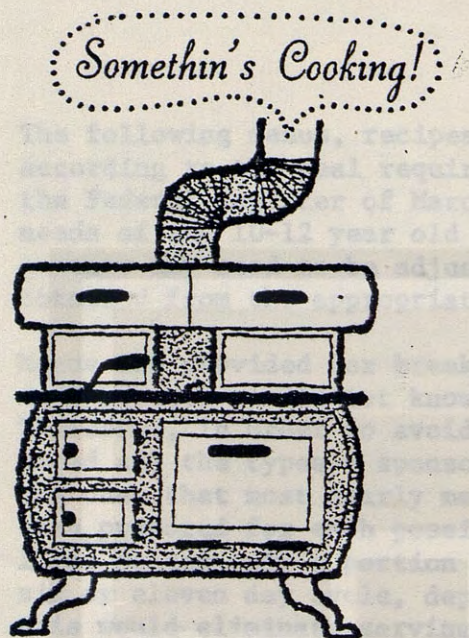


SUMMER FOOD SERVICE PROGRAM FOR CHILDREN

Workshop Agenda

9:00 - 9:15	Registration Introduction
9:15 - 10:30	I. Federal Regulations A. Eligibility criteria B. State Agency responsibility C. Sponsor responsibility D. Site responsibility E. Food management responsibility
10:30 - 10:45	Break
10:45 - 12:00	II. Application Process
12:00 - 1:00	Lunch
1:00 - 2:00	III. Financial Management
2:00 - 2:45	IV. Meal Patterns
2:45 - 3:00	Break
3:00 - 3:30	V. Recordkeeping
3:30 - ?	Question and Answer Period





Menus, Recipes and Specifications for Use  
in On-Site Programs Participating in the  
1978 Summer Food Service Program for Children

Prepared by: Nutrition and Technical Services Staff  
Southwest Region  
1100 Commerce Street  
Dallas, Texas 75242  
(214) 749-1538



The following menus, recipes, and specifications have been prepared according to the meal requirements set forth in 225.10(a)(1)-(3)(b) of the Federal Register of March 28, 1978. They are designed to meet the needs of the 10-12 year old child. If younger children are being served, amounts may need to be adjusted, but authorization to do this must be obtained from the appropriate state or Regional Office.

Menus are provided for breakfasts, lunches, dinners, and two snacks per day, because we did not know which meals a sponsor would choose to serve. Therefore, in order to avoid preparing several types of menus, we prepared all the types a sponsor might serve and will allow them to choose the ones that most nearly meet their needs. A total of 15 menus have been prepared for each possible meal. A sponsor may choose to use all 15 or select only a portion of these. We suggest the use of either a six or eleven day cycle, depending on the length of the program because this would eliminate serving the same menu every Monday.

The menus give suggested serving sizes which will meet meal pattern requirements. In a few instances, the snacks may contain more than the required components because we were hoping to make them more acceptable to the children being served.

If the sponsor chooses to adopt these menus, substitutions cannot be made without approval of the State agency or the Regional office, whichever administers the program. Any desired changes must be submitted to the appropriate office for review and approval. These changes must show serving sizes and reason for change being made.

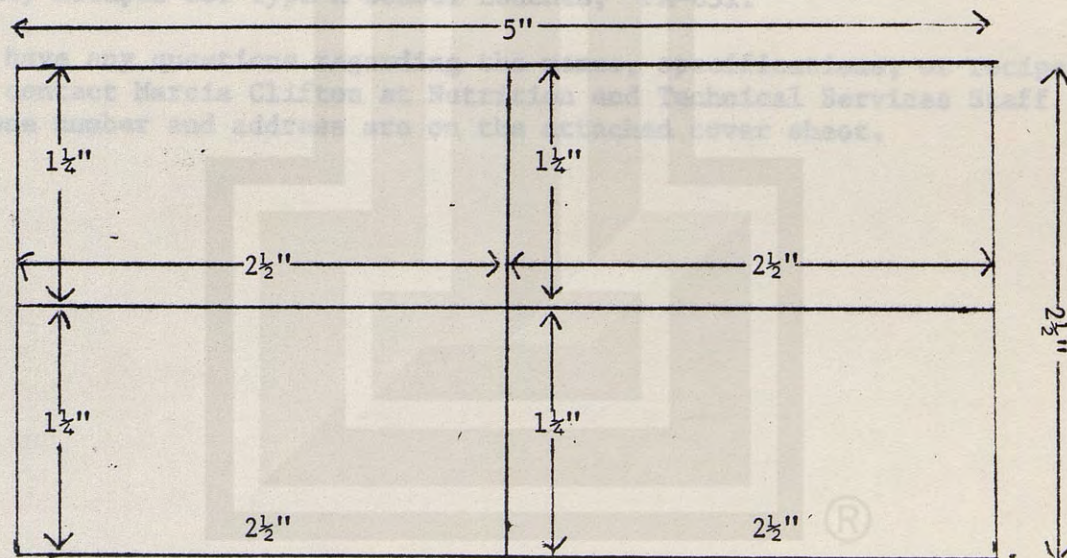
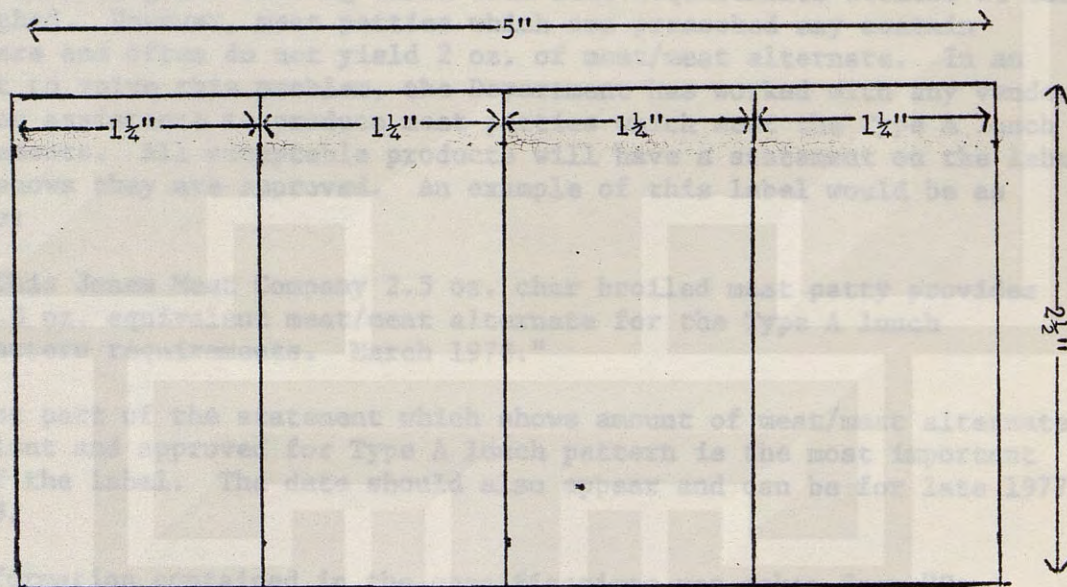
Many questions have arisen concerning the serving size of many of the allowable bread products used for the snacks; namely graham crackers and cookies. The following guidelines were used in determining the appropriate weight/serving size of an item:

1. Nutrient content equivalent to the iron, thiamin, riboflavin, and niacin present in a 25 gm. (0.9 oz.) serving of enriched white bread.
2. Total solid content (moisture) of the item.
3. Fat in relation to the caloric content of the item.
4. Practicality of serving size.

Based on the four criteria listed above, the serving size for cookies has been set at 50 gm. or 1.8 oz. The weight of the cookies is the weight of the flour containing portion of the cookie. It does not include such things as fruits, nuts, chocolate chips, icings, etc. When these are part of the cookie, the weight of product served must be increased enough to meet the 50 gm. or 1.8 oz. requirement.



The problem with graham crackers seems to be exactly what constitutes a serving. The guidelines say three crackers weighing 21 gm. or 0.6 oz. However, unless the cracker is weighed, it is not clear what is meant by three crackers. Most crackers are 5 inches long by  $2\frac{1}{2}$  inches wide and divided into four equal sections in one of the two following manners:



Each of the segments is equal to  $2\frac{1}{2}$ " x  $1\frac{1}{4}$ " and weights 4 gm. or 0.11 oz. Therefore, in order to meet the weight requirements, it takes six crackers measuring  $2\frac{1}{2}$ " x  $1\frac{1}{4}$ " to meet the bread requirement.



Perhaps the major food problem area in the Summer Food Program is the requirement for a 2 oz. serving of meat/meat alternate at lunch and/or dinner. The meat must yield a 2 oz. serving after cooking in order to be creditable. If the serving of meat by itself or with a meat alternate is less than 2 oz., it does not meet the meal requirements. In the case of luncheon meats, chicken, fish, raw patties of 100% beef, etc., it is fairly easy to get a serving which will meet requirements because it can be weighed. However, meat patties which are precooked may contain extenders and often do not yield 2 oz. of meat/meat alternate. In an attempt to solve this problem, the Department has worked with any vendor desiring assistance to produce meat patties which meet the Type A lunch requirements. All acceptable products will have a statement on the label which shows they are approved. An example of this label would be as follows:

"This Jones Meat Company 2.5 oz. char broiled meat patty provides 2.0 oz. equivalent meat/meat alternate for the Type A lunch pattern requirements. March 1978."

The last part of the statement which shows amount of meat/meat alternate equivalent and approved for Type A lunch pattern is the most important part of the label. The date should also appear and can be for late 1977 or 1978.

The information contained in the specifications was taken from "Food Purchasing Pointers for School Food Service," USDA Program Aid No. 1160; "Food Buying Guide for Type A School Lunches," USDA Program Aid No. 270; and Institutional Meat Purchase Specifications (IMPS). Recipes are USDA "Quantity Recipes for Type A School Lunches," PA-631.

If you have any questions regarding the menus, specifications, or recipes, please contact Marcia Clifton at Nutrition and Technical Services Staff. The phone number and address are on the attached cover sheet.



# On-Site Menus

	M O N D A Y	T U E S D A Y	W E D N E S D A Y	T H U R S D A Y	F R I D A Y
BREAKFAST	Raisin Bran - 3/4 C. Orange Juice - 4 oz. (1/2 cup) Milk - 8 oz. (1 cup)	Cinnamon Toast - 1 slice Applesauce - 1/2 cup Milk - 8 oz. (1 cup)	Scrambled Eggs - 1 oz. Toast - 1 slice Jelly - Individual Green Seedless Grapes - 1/2 cup Milk - 8 oz. (1 cup)	Muffin = 1.4 oz. 1/4 Cantaloupe Milk - 8 oz. (1 cup)	Pancakes - 2 cakes (4" diameter x 3/8" thick) or 1.8 oz. Syrup Pineapple Juice - 4 oz. (1/2 cup) Milk - 8 oz. (1 cup)
SNACK	Graham Crackers - 6 (2 1/2" x 1 1/4") Milk - 8 oz. (1 cup)	Soft Pretzel - 2 = 1.2 oz. Orange Juice - 8 oz. (1 cup)	Oatmeal Cookies - 3 (2 3/4" diameter x 3/8") Milk - 8 oz. (1 cup)	Peanut Butter - 2T Saltine Crackers - (7/8" x 1 7/8" x 1/8")	Buttered Whole Wheat Toast - 1 slice Orange Juice - 1 cup
LUNCH	Hoagie Sandwich Bologna - 1 oz. Salami - 1/2 oz. American Cheese - 1/2 oz. Lettuce & Tomato - 1/4 cup Hoagie Bun - 1 Carrot Sticks - 1/4 cup, 6(4" x 1/2") Watermelon Chunks - 1/4 cup Mustard - Individual Mayonnaise - Individual Milk - 8 oz. (1 cup)	Hamburger Pizza 1 slice, 3 1/4" x 5" = 2 oz. meat and 1 serving Bread Tossed Green Salad - 1/4 cup Lettuce, Cucumbers Green Pepper Carrot, Radish Tomato, & Spinach Peach Halves - 1/2 c. Milk - 8 oz. (1 cup)	Fried Chicken - 2 oz. 1 leg (drumstick & thigh), or 1/2 Breast, or 2 wings Mashed Potatoes - 1/4 cup Green Peas - 1/4 cup Fruit Cup - 1/4 cup Roll - 1 Milk - 8 oz. (1 cup)	Sandwich Ham - 1 oz. Swiss Cheese - 1 oz. Rye Bread - 2 slices Mustard - Indivi- dual Lettuce Pickle Wedge Tater Tots - 1/2 c. Catsup - 1 cup Peach Cobbler - 1/4 cup Milk - 8 oz. (1 c.)	Meat Tacos Hamburger Meat - 2 oz Cheese - 2T Taco Shell - 2 shells Lettuce & Tomato - 1/4 cup Green Beans - 1/4 cup Apple Crisp - 1 piece (2" x 3 3/4") = 1/4 cup Milk - 8 oz. (1 cup)
SNACK	Vienna Sausage - 2 Saltine Crackers - 8 (1 7/8" x 1 7/8" x 1/8")	1/2 Pimento Cheese Sandwich 1 oz. Cheese w/o pimentos 1 slice Enriched Bread Milk - 8 oz. (1 c.)	Cheese Wedge - 1 oz. Tomato Juice - 8 oz. (1 cup)	Blueberry Muffin - 1 = 1.4 oz. Milk - 8 oz. (1 c.)	Cottage Cheese Dip - 1/8 cup w/o Onion Soup Celery Sticks - 4 (4" x 1/2") Carrot Sticks - 6 (4" x 1/2") Cucumber Slices - 1/4 c Cauliflower florets - 1/4 cup
DINNER	Meat Loaf - 2 oz. meat Baked Potato - 1 medium Butter - 1 pat Spinach - 1/8 cup Cherry Jello with Red Cherries-piece 1" x 1 7/8" = 1/4 cup fruit Roll - 1 oz. Milk - 8 oz. (1 c.)	Country Fried Steak - 2 oz. Mashed Potato - 1/2 cup Green Beans - 1/4 c. Biscuit - 1 Ice Cream Milk - 8 oz. (1 c.)	Sandwich Chopped Ham - 1 oz. Bologna - 1 oz. French Roll Mustard - Individual Cole Slaw - 1/8 cup French Fries - 1/2 c. Catsup - Individual Banana Pudding - 1/8 cup banana Vanilla Wafers Milk - 8 oz. (1 c.)	Meat Sauce - 2 oz. Spaghetti Tossed Salad - 1/4c. Lettuce, Tomatoes Red Cabbage Spinach, Radishes Fruit Cup - 1/2 c. Peaches, Fruit Cocktail, Bananas Chocolate Cake Garlic Bread	Fish Sticks - 5 (1 oz. sticks) Catsup - Individual Mixed Vegetables - 1/4 cup Parsley Buttered Potatoes - 1/4 cup Roll - 1 (1 oz.) Watermelon - 1/4 cup Milk - 8 oz. (1 cup)



# On-Site Menus

	M O N D A Y	T U E S D A Y	W E D N E S D A Y	T H U R S D A Y	F R I D A Y
BREAKFAST	Rice Krispies - 3/4 c. Peach Slices - 1/2 c. Milk - 8 oz. (1 cup)	Waffles - 1 (4 5/8" x 3 3/4") Syrup Butter - 1 pat Applesauce - 1/2 c. Milk - 8 oz. (1 cup)	Cheese Toast Cheese - 1 oz. Enriched Bread - 1 slice Orange Wedges-1 med. Milk - 8 oz. (1 cup)	Fried Eggs - 1 egg Biscuits - 1 oz. Butter - 1 pat Jelly - Individual Honeydew Melon - 1/2 cup Milk - 8 oz. (1 cup)	Blueberry Muffin - 1 = 1.4 oz. Orange Juice - 4 oz. (1/2 cup) Milk - 8 oz. (1 cup)
SNACK	Buttered Toast - 1 slice Orange Juice - 8 oz. (1 cup)	Mexican Cornbread = 1 oz. Milk - 8 oz. (1 cup)	Hard Cooked Eggs - 1 Tomato Juice - 8 oz. (1 cup)	Cinnamon Roll =1 oz. Milk - 8 oz. (1 cup)	Carrot Sticks - 6 (4" x 1/2") Celery Sticks with Peanut Butter - 2 T. Celery Sticks - 4 (4" x 1/2") Orange Juice - 1/2 c.
LUNCH	Hamburger Hamburger Meat-2 oz. Bun - 1 Tomato, Lettuce Pickles, Onion-1/4 c. Corn Chips 1/4 Cantaloupe Milk - 8 oz. (1 cup)	Sandwich Salami - 2 oz. Enriched Bread - 2 slices Mustard - Indiv. Mayonnaise - Indiv. Lettuce, and 2 Cherry Tomatoes= 1/4 cup French Fries-1/2 c. Cookies - 2 Milk - 8 oz. (1 cup)	Hot Dogs Frankfurter - 1.6 oz. meat Hot Dog Bun - 1 Cheese Wedge - 1/2 oz. Relish Mustard - Individual Baked Beans-1/4 cup Banana (Petite) Milk - 8 oz. (1 cup)	Poor Boy Sandwich Roast Beef - 2 oz. French Bread Mayonnaise - Indiv. Mustard - Indiv. Lettuce Tater Tots - 1/2 c. Peach Slices-1/4 c. Cookie Milk - 8 oz. (1 cup)	Sandwich Tuna Salad - 3/8 cup Enriched Bread - 2 sl. Lettuce Cherry Tomatoes 4 - 1/4 cup. Fruit Cocktail-1/2 c. Peanut Butter Cookies-3 Milk - 8 oz. (1 cup)
SNACK	Brownies = 1.8 oz. Milk - 8 oz. (1 cup)	Graham Crackers - 6 (2 1/2" x 1 1/4") Grape Juice - 8 oz. (1 cup)	Doughnut = 1.1 oz. Milk - 8 oz. (1 cup)	Saltine Crackers - 8 (1 7/8" x 1 7/8" x 1/8") Cheddar Cheese-1 oz.	Soft Pretzel- 2=1.2 oz. Milk - 8 oz. (1 cup)
DINNER	Baked Ham with Cherry Sauce Ham - 2 oz. Cherry Sauce-1/4c. Sweet Potatoes - 1/4c. Green Beans - 1/4 c. Rolls - 1 roll Milk - 8 oz. (1 cup)	Roast Beef - 2 oz. Oven Browned Potatoes - 1/2 cup Stewed Carrots-1/4c. Muffins - 1 each Chocolate Cake Milk - 8 oz. (1 cup)	Macaroni, Cheese & Ham = 1 oz. meat Fried Okra - 1/4 c. Sliced Tomatoes - 1/4 cup Deviled Egg - 1 Fresh Fruit Cup-1/2 c. Bananas, Watermelon Cantaloupe, Green Grapes Cornbread - 1 piece = 1 oz. Milk - 8 oz. (1 cup)	Liver w/Onions - 2 oz. meat Mashed Potatoes - 1/4 cup Peas & Carrots-1/4c. Cherry Cobbler-1/4c. Biscuit - 1 oz. Milk - 8 oz. (1 cup)	Lasagna - 1 piece (2" x 3 3/4") = 2 oz. meat Tossed Salad - 1/2 cup Salad Dressing - Indiv. Strawberry Shortcake - 1/4 cup cake Bread Sticks - 3=0.6 oz. Milk - 8 oz. (1 cup)



# On-Site Menus

	M O N D A Y	T U E S D A Y	W E D N E S D A Y	T H U R S D A Y	F R I D A Y
BREAKFAST	English Muffin - 1 Fresh Strawberries - 1/2 cup Milk - 8 oz. (1 cup)	Cornflakes - 3/4 c. Banana Slices-1/2 c. Milk - 8 oz. (1 cup)	Waffles - 1 (4 5/8" x 3 3/4") Syrup Butter - 1 pat 1/4 Cantaloupe Milk - 8 oz. (1 cup)	Eggs - 1 each Sausage - 2 oz. Whole Wheat Toast - 1 slice Grape Juice-1/2 cup Milk - 8 oz. (1 cup)	Peanut Butter Toast Peanut Butter - 2T Enriched Bread - 1 slice Apple Juice - 4 oz. (1/2 cup) Milk - 8 oz. (1 cup)
SNACK	Doughnut = 1.1 oz. Milk - 8 oz. (1 cup)	Toast - 1 slice Tomato Juice - 1 c.	Peanut Butter - 2T Crackers - 8 (1 7/8" x 1 7/8" x 1/8")	Cinnamon Roll = 1 oz. Milk - 8 oz. (1 cup)	Fruit Cup - 1 cup Cantaloupe Strawberries Peaches, Watermelon Cheese - 1 oz.
LUNCH	Sandwich Peanut Butter - 2T Jelly - 2T Enriched Bread - 2 slices Cheese Wedge-1 oz. Cole Slaw - 1/4 cup Fresh Purple Plums - 2 small Milk - 8 oz. (1 cup)	Sandwich Ham Salad - 1/2 c. Swiss Cheese-1/2 oz. Whole Wheat Bread- 2 slices Tomato Juice - 1/4 c. 1/4 Cantaloupe Potato Chips Milk - 8 oz. (1 cup)	Fishwich Fishsticks - 5 (1 oz. each) Hamburger Bun - 1 French Fries - 1/4 c. Cole Slaw - 1/4 cup Peach Cobbler - 1/4c. Milk - 8 oz. (1 cup)	Hamburger Hamburger Meat - 2 oz. Bun - 1 Tater Tots-1/2 cup Lettuce Tomato Slices - 2 Pickle Chips Onion Slice Watermelon-1/4 cup Milk - 8 oz. (1 cup)	Bean Tacos Beans - 1/4 cup Cheese - 1 oz. Flour Tortilla - 2 Tossed Salad - 1/4 cup Lettuce, Tomato Carrot, Cucumber Spinach, Radishes Salad Dressing - Indiv. Banana (Petite) Milk - 8 oz. (1 cup)
SNACK	1/2 Sandwich Salami - 1 oz. Enriched Bread - 1 slice Milk - 8 oz. (1 cup)	Cinnamon Graham Crackers - 6 (2 1/2" x 1 1/4") Milk - 8 oz. (1 cup)	Raisin Bran - 3/4 cup Milk - 8 oz. (1 cup)	1/2 Sandwich Cheese - 1 oz. w/o pimento Enriched Bread - 1 slice Seedless Grapes-1 c.	Peanut Butter Cookies - 1.8 oz. Milk - 8 oz. (1 cup)
DINNER	Fried Chicken - 2 oz. 1 leg (drumstick & thigh), or 1/2 Breast, or 2 Wings Mashed Potatoes-1/2c. Jelled Fruit - Lime Jello with Fruit Cocktail Cherry Crisp - 1 piece (2"x3 3/4") = 1/4 cup Rolls Milk - 8 oz. (1 cup)	Grilled Beef Cutletts Pizza - 2 oz. Hash Brown Potatoes - 1/4 cup Green Beans-1/4 c. Watermelon-1/4 cup Garlic Bread - 1 slice Milk - 8 oz. (1 cup)	Ground Beef - 2 oz. on 1 piece 3 1/4" x 5" Tossed Salad - 1/4 c. Lettuce, Tomatoes Green Pepper Purple Cabbage Radishes, Spinach Salad Dressing Fruit Cup - 1/2 cup Cookie Milk - 8 oz. (1 cup)	Baked Pork Chops - 2 oz. Green Beans-1/4 c. Fried Okra -1/4 c. 1/4 Cantaloupe Cornbread Milk - 8 oz. (1 cup)	Breaded Fish Portions 1 - 4 oz. portion = 1.8 oz. fish French Fries - 1/2 cup Catsup - Individual Tarter Sauce - Indiv. Sliced Tomatoes & 1/2 Deviled Egg on Lettuce Leaf Cherry Crisp - 1/4 cup 1 piece 2" x 3 3/4" Roll Milk - 8 oz. (1 cup)



FINANCIAL MANAGEMENT GUIDE  
SUMMER FOOD SERVICE PROGRAM  
FOR CHILDREN  
1978

PUBLISHED BY:  
TEXAS DEPARTMENT OF HUMAN RESOURCES  
COMMODITY DISTRIBUTION DIVISION  
JOHN H. REAGAN BUILDING  
AUSTIN, TEXAS 78701





Financial Management Guide  
Summer Food Service Program  
For Children  
1978

Table of Contents

I.	Purpose.....	2
II.	Scope.....	2
III.	Definitions.....	2
IV.	General Texas Department of Human Resources Responsibilities..	2
V.	General Sponsor Responsibilities.....	2-3
VI.	Net Program Costs.....	3-10
VII.	Administrative Costs.....	10-11
VIII.	Applicable Credits (Income).....	11
IX.	Costs Not Eligible For Reimbursement Payment.....	11-12
X.	Camps.....	12-13
XI.	Purchasing Practices.....	13-15
XII.	Audits.....	16
	Attachment A (Allocation Of Costs In Camps).....	17
	Attachment B (Glossary Of Terms).....	18-24
	Attachment C (Standards For Summer Food Service Program For Children Financial Management).....	25
	Attachment D (Nonexpendable Food Service Equipment Items).....	26
	Attachment E (Chart For Estimating Original Cost Of Food Service Equipment).....	27
	Attachment F (Procurement Provisions).....	28-33

## I. Purpose

This guide sets forth standards and guidelines to assure that reimbursements paid to sponsors to operate the Summer Food Service Program For Children are directed to the objectives for which they are made available.

## II. Scope

The standards and guidelines presented in this guide apply to all sponsors administering the Summer Food Service Program For Children.

## III. Definitions

Terms used in this guide are those defined in Attachment B, Glossary of Terms.

## IV. General Texas Department of Human Resources Responsibilities

The Commodity Distribution Division of the Texas Department of Human Resources (TDHR) is responsible for administering the Summer Food Service Program For Children. This responsibility includes the following:

- o Dispensing program funds
- o Assisting sponsors in the operation and management of the Summer Food Service Program For Children
- o Monitoring the Summer Food Service Program For Children to ensure that reimbursement payments are being used for Program purposes.

## V. General Sponsor Responsibilities

- o Accept financial and administrative responsibility for administration of the Summer Food Service Program For Children
- o Keep documentation necessary to demonstrate proper administration and management of the Summer Food Service Program For Children



- o Submit claims for reimbursement which are true and correct.

#### VI. Net Program Costs

Sponsors may elect to claim any or all of the elements of net Program costs. These elements are outlined in the following sections. These elements are cost of food used, direct labor costs for food service, facilities service costs and cost of non-food supplies received. Sponsors shall document all net Program costs claimed and shall receive the lesser of the actual costs or the maximum rates for reimbursement. These maximum rates are as follows:

- o Breakfast \$.5150
- o Lunch or Supper \$.9275
- o Supplement \$.2425

Example: If the monthly meals X rate is \$500.00 and the actual costs are \$400.00, the monthly reimbursement payment would be \$400.00.

NOTE: Any Portion of net Program costs not recovered by any sponsor from reimbursement payments shall not be claimed by the sponsor as an administrative cost (Section VII), nor shall any portion of administrative costs not recovered from reimbursements be claimed as a net Program cost.

The sponsor, upon written request, receives three advance Program payments no later than June 1, July 15, and August 15. Each advance Program payment will be equal to: (1) The total net Program payment for meals served by such sponsor in the same calendar month of the preceding calendar year, or (2) 50 percent of the amount determined by TDHR to be needed by the sponsor for meals, if the sponsor contracts with a food service management company, or (3) 65 percent of the amount determined by TDHR to be needed by the sponsor for meals for that month, if the sponsor prepares its own meals, whichever amount is greater: Provided, however, that the advance net Program payment

may not exceed the total amount estimated by TDHR to be needed by the sponsor for meals to be served in the month for which the advance net Program payment is made.

NOTE: The sponsor shall not earn interest on any advance Program payments since advances are made for immediate Program use.

A. Cost of Food Used

Cost of food used is beginning inventory, plus food received, less ending inventory. The cost of food used can include charges for processing, distributing, transporting, storage and handling of both purchased and donated food.

Reductions to the cost of food used include (1) returns to food service management companies, (2) allowances on sponsor's invoices for unacceptable merchandise, (3) cash discounts, (4) trade discounts, and (5) rebates.

1. Inventory Counts and Adjustments

The dollar value of purchased food, if any, ascertained by a physical count to be on hand or in storage at the end of the period is the ending inventory. Beginning inventory of a given period is considered the same as the ending inventory of the preceding period. Actual dollar values should be assigned to food inventory.

Donated food shall be inventoried, but separated from inventory counts of purchased food. Inventory adjustments shall be made when reductions of food in stock result from fire, water damage, spoilage or other contamination, or any event other than normal usage that results in stock reductions.



2. Calculation of Cost of Food Used

Cost of Food Used = Beginning Inventory + Purchases + Other Costs  
of Food Used - Credits to Costs of Food Used - Inventory Adjustments -  
Ending Inventory.

Sponsoring organizations would derive only marginal benefits from taking monthly inventories if their program's duration is less than two months. A sponsor which submits up to three monthly claims can opt to take a single food inventory at the conclusion of the feeding program to obtain the cost of food used. Sponsors who submit four or more monthly claims or who operate on a continuous school calendar shall be required to take monthly inventories in order to accurately determine the cost of food used each month. Smaller sponsors who pay for food as they obtain it and, therefore, maintain no inventory of food used from month to month should report food costs on a cash basis.

3. Closing Inventories

Applicable sponsors shall be required to report results of a physical count (inventory) of food on hand at the close of their program operations using actual dollar values. The Department of Human Resources shall approve any recognized method for assigning dollar value to inventories.

4. USDA Donated Commodities

Sponsors will be advised by TDHR regarding the availability of commodities. Concurrent with this notification, sponsors will be provided unit price data. Sponsors will also be advised by TDHR as to the procedures for receiving USDA donated commodities.

Sponsors who elect to participate in the Commodity Distribution Program must enter into a separate written agreement with TDHR.

## 5. Internal Control and Documentation

Records maintained in support of the cost of food used shall include as a minimum:

- a. Receiving reports prepared at sites or wherever food is received from suppliers and signed by receiving personnel.
- b. Purchase invoices received from food suppliers.
- c. Records reflecting costs of processing, distributing, transporting, storing, and handling of purchased food when they are invoiced separately from the original purchase invoice(s).
- d. Records of returns, allowances, cash discounts taken, and other credits when they are not reflected on purchase invoices.
- e. Cancelled checks and other forms of receipts for payment.
- f. Inventory records that show the kinds of food items on hand at the end of a period, the quantity of each item, the dollar value assigned to each food item, and the total value of the inventory.
- g. Records of major inventory adjustments showing the same kinds of information as inventory records.

However, sponsors which contract with food service management companies to provide all meals including supplements, may simply report billings by site from the company, less (1) returns, (2) allowances, (3) discounts, and (4) rebates.

When USDA donated commodities have been received by a sponsor, additional records must be maintained by the sponsor to include the unit price or value data of all USDA donated commodities. When costs of obtaining USDA donated commodities are charged to or are borne by the sponsor, records must reflect these costs.



B. Direct Labor Costs for Food Service

This category of program costs is limited to wages paid and fringe benefits paid to employees who perform food service labor as a direct cost. Such labor cost is limited to:

1. Preparing of food;
2. Serving of food;
3. Delivery of food;
4. Clean-up after the meals;
5. Conducting of day-to-day food service operations on-site, including supervision of children when they are being served meals or are consuming meals, when claimed as direct labor cost for food service.

Costs claimed as direct labor for food service either hourly or salaried shall be supported by payroll documents. When food service employees are paid to perform other work for the same sponsor, the portion of their salary or wages claimed as direct labor must be supported by employee time and attendance reports, and it may not be charged a second time to any other Federal program, nor to any other program or activity administered by the sponsor.

Donated labor (i.e., volunteers) or labor funded through another Federal, State, or local government program shall not be claimed as a cost.

At the discretion of the sponsor, adults who perform labor necessary in the Program operations may be served meals at no charge. The food costs for these meals can be claimed by the sponsor as part of the total cost of food used; however, these meals cannot be counted toward the sponsor's meal counts on the claim form.

Meals served to administrative personnel are not eligible for reimbursement. The sponsor shall bear the costs of these meals.

C. Facilities Service Costs

These are the costs of services other than labor that are required to operate the Summer Food Service Program For Children. The following facilities service costs are eligible to be claimed for reimbursement:

1. The cost incurred by sponsors for rental of food service preparation facilities and food service equipment:
  - a. Facilities are considered to be buildings, or parts of buildings, but not land, used in the food service operation.

Rental of space for dining only, which is not part of a larger facility used in the food service operation, is not an eligible cost.

When sponsors utilize school food service facilities for Program food service operations, charges billed to the sponsor for the opening, closing, and use of the school facilities, even the use of space for dining only, are eligible costs.
  - b. Food service equipment is considered to be the equipment, other than land or buildings, designed for the receiving, preparation, refrigeration and storage, clean-up, serving, and transportation of food, as listed in Attachment D.
  - c. Rental agreements may not include:
    - (1) An option for the sponsor to buy the equipment at a later date.
    - (2) Rental fees for equipment or facilities which exceed the rental fees of comparable equipment or facilities in the same locality.
2. The costs attributable to the continued wear and tear on the food service equipment owned by the sponsor or any sub-element of its



organization used in the Program are eligible costs. A use allowance adjustment is calculated for each month that the equipment is utilized in the Program. This allowance compensates the sponsor for the equipment's loss in value. The use allowance assumes the equipment has a useful life of 12 years. The use allowance will be calculated based upon the acquisition cost of the equipment item, multiplied by a monthly factor of .0056 for each month the equipment is in use to meet program needs. When the original acquisition cost of the item is unknown, Attachment E must be used to estimate it. Use allowance shall not be claimed for equipment acquired entirely or in part with Federal funds.

If the sponsor or supplier of the meal service is a public or nonprofit private school which operates regularly during the school year under the National School Lunch Program (NSLP) and its food service equipment has been granted a use allowance for the entire calendar year under the requirements of FNS Instruction 796-1, the provisions of this paragraph do not apply to the sponsor. However, private school sponsors operating under the NSLP in FNS Regional Office administered programs are not allowed this particular method and, therefore, may calculate use allowances on equipment used during the regular school year as an allowable cost towards the Summer Food Service Program For Children.

3. Costs of repair to equipment, when the need for the repair is attributable to the Summer Food Service Program For Children, are eligible costs. However, those repairs may only constitute normal maintenance for the equipment and may not be capital expenditures that rebuild or appreciably prolong the life expectancy of the equipment.

Maintenance costs of rented facilities that keep facilities in a clean and efficient operating condition are eligible costs only to the extent that those costs are not already reflected in rental fees. Improvements to facilities, when those improvements are of a permanent nature or when the benefits derived from those improvements exceed the duration of program operations, are not eligible costs.

Utilities costs incurred in the operation of the facility or equipment utilized for Program operations are eligible costs to the extent that those expenses are not already reflected in rental fees and to the extent that those expenses are related to Program food service operations.

D. Cost of Non-Food Supplies Received

Non-food supplies for food service are eligible operating costs for the period during which they are received by sponsors. Claims should reflect returns, allowances, and discounts that may have applied to purchases.

VII. Administrative Costs

These are the sponsor's costs which reflect the planning, organizing, and managing of the food service program. Sponsors will be reimbursed the lesser of (1) their administrative budget, (which is approved by TDHR) and any amendments thereto, (2) actual administrative costs, or (3) per meal payment factors times meals by type actually served to children. The per meal payment factors are as follows:

- o Breakfast \$.0375
- o Lunch or Supper \$.0725
- o Supplement \$.02

The sponsor, upon written request, receives two advance administrative cost payments no later than June 1 and July 15. Each payment will be equal to



one-third of the amount in the approved administrative budget. TDHR shall forward any remaining payment due to a sponsor no later than 45 days following receipt of a valid claim.

NOTE: The sponsor shall not earn interest on any advance administrative payments since advances are made for immediate Program use.

VIII. Applicable Credits (Income)

Sponsors must report all income accruing to the Program other than Program payments. Such reported income shall include:

- A. Adult payments
- B. Federal and State monies (Do not report Summer Food Service Program For Children Reimbursements)
- C. Other such as donations specifically for food service.

IX. Costs Not Eligible for Reimbursement Payment

The Summer Food Service Program For Children is ordinarily administered on a seasonal basis and some costs are not eligible to be claimed by the sponsor in any category of program or administrative costs. The list of costs not eligible for payment are:

- A. Costs of purchasing land, acquiring or constructing buildings, or making alterations to existing buildings.
- B. Costs of purchasing nonexpendable equipment, whether food service, office, automotive, or any other kind of equipment; or costs of repairs to any equipment that materially increases the value or useful life of the equipment.
- C. Use allowance for buildings or any kind of equipment except food service equipment, and use allowance for food service equipment that is not specifically permitted in the sponsor's written agreement. No equipment

purchased with Federal assistance may have a use allowance applied. Use allowances may not be applied to idle equipment.

- D. Fees, when such fees are credited to the final purchase price of equipment or space, which result from written or verbal contractual arrangements for rental-purchase or lease of equipment or space with an option to purchase. Rental fees claimed by a sponsor for equipment owned by that sponsor or sub-elements of its organization, or other rentals not provided for in the approved budget or written agreement.
- E. Value of donated food, cash, labor, space used, except that a use allowance can be authorized on donated non-expendable equipment.
- F. Administrative costs not included in the approved sponsor budget, or amendments subsequently submitted and approved.
- G. Food service costs in sponsoring organizations qualifying as camps, for meals served to children who are not eligible to receive their meals free or at a reduced price during the regular school year.
- H. Interest or other financial costs.
- I. Costs or proration of costs which result from the sponsors maintenance of a legal staff or legal expenses for prosecution of claims or other legal actions against TDHR.
- J. Fines and penalties.
- K. Bad debts.

X. Camps

Camps are defined to include (1) residential summer camps which offer a regularly scheduled food service as part of an organized program for enrolled children and which serve up to four meals a day and (2) non-residential programs which offer a regularly scheduled organized cultural or recreational



program for enrolled children and which serve such children four meals a day or three meals consisting of a breakfast, lunch and supper.

The provisions of this guide with regards to eligible and non-eligible costs will apply to camps, except that the methods of allocating net Program and administrative costs on the basis of the percentage of children receiving free meals may be utilized.

In most instances camps will find it convenient to claim reimbursement for net Program and administrative costs on the basis of actual meal counts. Furthermore, administrative costs that can be directly attributable to the service of free meals to children can be itemized and claimed directly. The sponsor can document these direct administrative costs where applicable. Other administrative costs that cannot be attributed directly to the Summer Food Service Program For Children must be allocated using the allocation formula.

The allocation of costs method for net Program and administrative costs must be based on the percentage of meals served to children eligible for free or reduced price meals over the total meals served to children in the camp. The percentage of allocation should be applied against the total operating and administrative costs to determine eligible Summer Food Service Program For Children costs. Attachment A portrays an example of the allocation method.

#### XI. Purchasing Practices

The procurement provisions set forth in Part 225 of the regulations shall be used, Attachment F. They are furnished so as to ensure that materials and services are obtained by all activities using program funds in an effective manner and in compliance with provisions of applicable Federal law and executive orders.

TDHR is the responsible authority for compliance with Federal procurement laws, rules and regulations, without recourse to the Food and Nutrition Service, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement actions entered into for support of a grant.

A. Contracts with Food Service Management Companies

Any sponsor may contract with a food service management company for preparation and service of unitized meals (with or without milk). A sponsor may also employ a food service management company to operate its entire food service, provided, however, that a sponsor that so employs a food service management company shall remain responsible for seeing that the food service operation is in conformity with its agreement. A sponsor whose contract with a food service management company will exceed \$10,000 in value must use a competitive bid procedure in the selection of the food service management company, and use the standard contract developed by TDHR. These sponsors shall adhere to the procurement standards set forth in the regulations and shall follow applicable State or local laws governing bid procedure in addition to the bid requirement established in the regulations.

Each request for an exception to the standard contract shall be submitted for consideration to TDHR.

Copies of all contracts between sponsors and food service management companies must be submitted to TDHR prior to the beginning of Program operations.

Each food service management company which submits a bid over \$100,000 under the Program shall obtain a bid bond in an amount not less than five (5) percent nor more than ten (10) percent, as determined by the sponsor, of



the value of the contract for which the bid is made. A copy of the bid bond shall accompany each bid.

Each food service management company which enters into a food service contract for over \$100,000 with a sponsor shall obtain a performance bond in an amount not less than ten (10) percent nor more than twenty-five (25) percent of the value of the contract, as determined by TDHR. Any food service management company which enters into more than one contract with any one sponsor shall obtain a performance bond covering all contracts if the aggregate amount of such contracts exceeds \$100,000. Sponsors shall require the food service management company to furnish a copy of the bond within ten (10) days of the awarding of the contract.

Food service management companies shall obtain bid bonds and performance bonds only from surety companies listed in the current Department of the Treasury Circular 570.

B. Purchasing from School Systems

Sponsors shall be encouraged to utilize food service facilities including the purchase of food from a local school authority. In such instances, the use of the standard contract is waived. When such agreement is made with a local school authority which operates regularly under the National School Lunch Program, the provisions of applicable financial management instructions shall apply to the supplier.

When the school system is acting in the capacity as the supplier of the food service for the sponsor, there may be requirements by the school system referred to as "opening and closing of the school" costs which should be considered as eligible costs.

## XII. Audits

### Policy

Sponsors which have received or expect to receive an amount of reimbursement payments that exceeds \$50,000 for program operations for the season, shall submit with their final claim for payment an audit report that establishes the fiscal integrity, in accordance with sound accounting practices of transactions and reports involving both costs and revenues of the total period of operations. This audit must be conducted by an outside, certified public accountant or State or local government auditor, in conformance with State agency audit guides or USDA audit guides. This audit does not affect the rights of State agencies and USDA Office of Audit to audit, as they deem necessary, any sponsor. Neither are regulatory requirements concerning retention of records affected in any way by this audit. The cost of the audit is an eligible administrative cost for the sponsor.

The final claim for payment submitted by a sponsor bound by this requirement will not be processed for payment until the audit report is completed, submitted in its entirety to TDHR, and results have been reviewed and cleared by TDHR.

Audit of sponsors which will receive less than \$50,000 in Program payments are also required and the cost of the audit will be borne by the sponsoring agency. Audit guidelines which will be different from the audit guidelines required of Programs exceeding \$50,000 in reimbursements will be established by TDHR and made available to the appropriate sponsors. The cost of this type of audit is an eligible administrative expense for the sponsor.



## ALLOCATION OF COSTS IN CAMPS

$$\frac{\text{Number of Free Meals Served to Children}}{\text{Number of Total Meals Served to Children}} = \text{Allocation Factor}$$

Allocation of Net Programs Costs A-D, Use Formula (%)

A.	Cost of Food Used	X	Allocation Factor		= Food Cost Reported on Claim
B.	Monthly Wages Paid to Each Food Service Employee	X	% of Time Spent on the Food Service	X Allocation Factor	= Labor Cost Reported on Claim
C.	Monthly Rentals and Use Allowances on Items Directly Involved in the Food Service	X	Allocation Factor		= Facility service cost to be Reported On Claim
D.	Purchases of Non-Food Items Used Solely in the Food Service	X	Allocation Factor		= Non-Food Costs to be Reported on Claim

## ALLOCATION OF ADMINISTRATIVE COSTS, USE

- 1) Allocation formula;
- 2) Direct costs where applicable; or
- 3) Combination of both.

E.	Monthly wages paid to administrative personnel	X	% of time allotted to the food service	X Allocation Factor	= An administrative cost to be reported on claim
F.	Non-personnel costs related to administering the food service			X Allocation Factor	= An administrative cost to be reported on claim
G.	Administrative costs directly attributable to the Summer Food Service Program For Children	X	100%		= An administrative cost to be reported on claim

---

Total Allowable Administrative Costs

## GLOSSARY OF TERMS

- A. Acquisition cost is the net cost, referring to nonexpendable equipment acquired, including any attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which acquired. Related costs such as taxes, protective in-transit insurance, freight, or installation are also included. "Acquisition cost" may be estimated, using the chart provided in Attachment E to this guide when actual cost is not known.
- B. Administrative costs are costs relating to planning, organizing, and managing the program. While some administrative activities could be classified in more than one of the three groups, each activity appears in no more than one group in order to simplify and standardize reporting of costs. The classification of activities into groups of administrative costs is as follows:
1. Planning generally consists of activities undertaken by sponsors to survey both community needs and available resources so that applications may be drawn up and written agreements may be negotiated. More specifically these activities include:
    - a. Documenting for the area served, as an area in which poor economic conditions exist; or assembling income information for all children enrolled in each session of a summer camp.
    - b. Labor and transportation to set up sites preceding the opening of operations to ascertain whether sites have the capability and the facilities for the meal service planned for the number of children to be served.
    - c. Drawing up a food service management plan that includes a budget and staffing plan.



- d. Other activities involved in assembling, estimating, documenting, and communicating information required to establish eligibility.
  - e. Negotiating the written agreement.
2. Organizing generally consists of activities undertaken by sponsors to assemble and coordinate the resources required to operate the Program. More specifically, these activities include:
- a. Hiring and training of administrative personnel and direct food service employees with regard to program duties and responsibility.
  - b. Procuring facilities and equipment to meet operation and administration needs.
  - c. Negotiating contracts with food service management companies.
3. Managing generally consists of day-to-day activities performed by sponsors to maintain program operations consistent with the written agreement. More specifically, costs associated with these activities include:
- a. Salaries of administrative personnel and of secretaries, accountants, and other personnel necessary to support administrative activities.
  - b. Rental of office space for administrative activities.
  - c. Rental of office equipment used exclusively in support of the Program.
  - d. Purchase of office supplies.
  - e. Communications, including telephone at sites.
  - f. Audits by certified public accounting firms.
  - g. Insurance and indemnification premiums.
- C. Administrative costs payment means financial assistance paid to a sponsor for its administrative costs.
- D. Advance payments means financial assistance made available to a sponsor for its net Program costs or administrative costs prior to the month in which such costs will be incurred.

- E. Areas in which poor economic conditions exist means (1) the local areas from which a site draws its attendance in which at least 33 1/3 percent of the children are eligible for free or reduced price school meals under the National School Lunch Program and the School Breakfast Program, as determined by information provided from departments of welfare, zoning commissions, census tracts, by the number of free and reduced priced lunches or breakfasts served to children attending public and non-profit private schools located in the areas of Program sites, or from other appropriate sources, or (2) an enrollment program in which at least 33 1/3 percent of the children are eligible for free or reduced price school meals as determined by statements of eligibility based on the size and incomes of the families of the children enrolled.
- F. Camps means (1) residential summer camps which offer a regularly scheduled food service as part of an organized program for enrolled children and which serve up to four meals a day, and (2) nonresidential programs which offer a regularly scheduled organized cultural or recreational program for enrolled children and which serve such children four meals a day or three meals consisting of a breakfast, lunch, and supper.
- G. Certified Public Accountant means certified public accountants licensed by a regulatory authority of a State or other political subdivision of the United States.
- H. 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 handicapped and who participate in a public school program established for the mentally or physically handicapped.



- I. Costs of obtaining food means costs related to obtaining agricultural commodities and other food for consumption by children. Such costs may include, in addition to the purchase price of agricultural commodities and other food, the cost of processing, distributing, transporting, storing, or handling any food purchased for, or donated to, the Program.
- J. Expendable equipment refers to all equipment less than \$100.
- K. Food service management company means a commercial enterprise which is contracted with, in a manner that conforms with regulatory requirements and the provisions of this guide, by a sponsor to prepare, or prepare and deliver, or prepare, deliver, and serve, unitized meals for children. A unitized meal is one which includes all required meal components with the possible exception of the beverage, and which is presented in a form suitable for consumption by an individual child.
- Food service management companies should not be confused with vendors who supply dairy products, staple goods, or other individual components of meals.
- L. Income accruing to the Program means all moneys (other than Program payments) received by a sponsor for use in the Program from Federal, State, and local governments; from food sales to adults, and from any other source, including cash donations or grants.
- M. Internal controls and documentation details must support all costs that are claimed. Recordkeeping details are specified in this guide for costs of food used, direct labor costs for food service, and purchasing practices.
- N. Inventory adjustment is a form of voucher or record which briefly explains errors recorded in a previously reported inventory or loss of goods resulting from theft, fire, water, refrigeration breakdown or contamination. The record should be prepared by the person responsible for safekeeping of the goods being reported; the closing inventory should be adjusted for the current

period as necessary, and should reflect action by a designated reviewing authority. When approved to relieve all persons from a responsibility to repay costs of a loss, the value of an inventory adjustment can be classified as a cost of operation, provided that such loss is not covered by insurance. Minor inventory adjustment is a loss which is less than \$50. A major inventory adjustment is a loss that is more than \$50.

- O. Meals means food which is served to children at a food service site and which meets the nutritional requirements set out in this part.
- P. Milk means fluid types of pasteurized flavored or unflavored whole milk, lowfat milk, skim milk, or cultured buttermilk which meet State and local standards for such milk. All milk should contain vitamins A and D at the levels specified by the Food and Drug Administration and consistent with State and local standards for such milk.
- Q. Needy children means children from families whose income is not above the applicable Secretary's income poverty guideline.
- R. Net Program costs are the costs associated with operating a food service under the Program, including cost of obtaining food, labor directly involved in the food service, cost of non-food supplies, and rental and use allowances on space and equipment, but excluding (1) cost of the purchase of land, acquisition or construction of buildings, (2) alteration of existing buildings, (3) interest costs, (4) value of in-kind donations and (5) administrative costs; less income accruing to the Program.
- S. Net Program payments means financial assistance paid to a sponsor for its net Program costs.
- T. Nonexpendable equipment is tangible personal property which has a useful life expectancy of more than 1 year and more than \$100.



- U. Non-food supplies are expendable materials other than food that are used in the operation of a food service. They might include such items as cleaning materials, paper plates and other paper goods, plastic eating utensils, etc.
- V. Private nonprofit means tax exempt under the Internal Revenue Code of 1954, as amended.
- W. Program means the Summer Food Service Program For Children authorized by Section 13 of the Act.
- X. Program adults are the adults at the sites who perform labor necessary in the Program operations for the sponsor, excluding administrative personnel.
- Y. Program payments means financial assistance in the form of advance payments or reimbursement paid or payable to sponsors for net Program costs and administrative costs.
- Z. Receiving reports are source documents prepared by the office or person receiving food, non-food supplies, or services. They notify the buyer and the accounting office of the quantities received and must include information concerning unit and total price, and whether quality meets purchase specifications. In the case of reporting services received, the report should reflect the acceptability of the services. Receiving reports originate at the time and place that goods are received or services are completed. The reports are used to support additions to inventory for the period during which the food and non-food supplies are received, and to support actions of disbursement.
- AA. Session means a specified period time during which an enrolled group of children attend a camp.

- BB. Site means a physical location at which a sponsor provides or will provide a food service for children and at which children consume meals in a supervised setting.
- CC. Sponsors means nonresidential public or private nonprofit institutions and public or private nonprofit camps that develop special summer or school vacation programs providing food service similar to that available to children during the school year under the National School Lunch and School Breakfast Programs (sponsors are referred to in the Act as service institutions).
- DD. Use allowance is a means of providing compensation in lieu of depreciation to grantees for the use of the grantee's nonexpendable food service equipment. The use allowance for food service equipment (which excludes items properly capitalized as building cost) will be computed at an annual rate not exceeding .0056 of the acquisition cost of usable nonexpendable food service equipment.



STANDARDS FOR SUMMER FOOD SERVICE PROGRAM FOR CHILDREN  
FINANCIAL MANAGEMENT

Sponsors must keep the following:

- A. Records which are supported by source documents.
- B. Records which identify adequately the source and application of funds; and contain information pertaining to reimbursement from Federal funds, authorization, obligations, unobligated balances, assets, liabilities, outlays and income.
- C. Accurate, current, and complete disclosure of the financial results of the Program including associated school food services. When accounting records are not kept on an accrual basis, expenditures should be recorded as soon as liabilities are incurred, and information should be developed through use and analysis of memorandum records which will be in sufficient detail to meet Federal reports requirements.
- D. Effective control over, and accountability for, all funds, property, and other Program assets to assure that they are safeguarded and used solely for authorized purposes.
- E. Comparison of actual amounts with budget amounts and the relation of financial information with performance data, including the reporting of unit cost information.
- F. Audits to determine, at a minimum, the fiscal integrity of financial transactions and reports, and the compliance with laws, regulations, and administrative requirements, scheduled with reasonable frequency, considering the nature, size and complexity of the school food authority to be audited.
- G. A systematic method to assure timely and appropriate resolution of audit findings and recommendations.

## NONEXPENDABLE FOOD SERVICE EQUIPMENT ITEMS

Food Preparation Equipment

Kettles	Mixers
Ranges	Cutters and Choppers
Steamers	Slicers
Ovens	Proof Cabinets
Tilting Braising Pans	Deep Fat Fryers

Refrigeration and Storage Equipment

Refrigerators	Scales
Freezers	Hot and Cold Holding
Shelving	Cabinets.

Dishwashers, Sinks, and Related Equipment

Dishwashers	Sanitizing Equipment
Dishtables	Booster Heaters
Garbage Disposals	Sinks
Compactors	

Serving and Dining Equipment

Steam Tables	Standard Dining Tables
Serving Counters	with Chairs
Milk Coolers	Mobile Folding Tables
Milk Dispensers	with Chairs or Benches

Transport Equipment

Cabinets (hot and cold foods)	Special Purpose Vehicle (to the
Carriers (hot and cold foods)	extent that it is used for
	transporting food)

Mobile Equipment

Carts	Racks
Dollies	

Miscellaneous

Work Tables	Steam Generators
Bakers' Tables	Exhaust Ventilators
Milk Shake Machines	



# CHART FOR ESTIMATING ORIGINAL COST OF FOOD SERVICE EQUIPMENT

To Use the Chart:

1. Obtain the current cost of replacing each item of on hand food service or Major Kitchen equipment from a local supplier, based on the item's cubic footage, energy source, etc.
2. Determine the age of each item of food service (Major Kitchen) equipment on hand.
3. Locate the current cost in the 1-year column.
4. Read across to the age of the equipment item.
5. The figure shown in that square is the estimated original acquisition cost.

1	2	3	4	5	6	7	8	9	10	11	12
\$ 300	\$ 288	\$ 276	\$ 264	\$ 252	\$ 240	\$ 234	\$ 228	\$ 222	\$ 216	\$ 210	\$ 204
350	336	322	308	294	280	273	266	259	252	245	238
400	384	368	352	336	320	312	304	296	288	280	272
450	432	414	396	378	360	351	342	333	324	315	306
500	480	460	440	420	400	390	380	370	360	350	340
550	528	506	484	462	440	429	418	407	396	385	374
600	576	552	528	504	480	468	456	444	432	420	408
650	624	598	572	546	520	507	494	481	468	455	442
700	672	644	616	588	560	546	532	518	504	490	476
750	720	690	660	630	600	585	570	555	540	525	510
800	768	736	704	672	640	624	608	592	576	560	544
850	816	782	748	714	680	663	646	629	612	595	578
900	864	828	792	756	720	702	684	666	648	630	612
950	912	874	836	798	760	741	722	703	684	665	646
1000	960	920	880	840	800	780	760	740	720	700	680
1100	1056	1012	968	924	880	858	836	814	792	770	748
1200	1152	1104	1056	1008	960	936	912	888	864	840	816
1300	1248	1196	1144	1092	1040	1014	988	962	936	910	884
1400	1344	1288	1232	1176	1120	1092	1064	1036	1008	980	952
1500	1440	1380	1320	1260	1200	1170	1140	1110	1080	1050	1020
1750	1680	1610	1540	1470	1400	1365	1330	1295	1260	1225	1190
2000	1920	1840	1760	1680	1600	1560	1520	1480	1440	1400	1360
2250	2160	2070	1980	1890	1800	1755	1710	1665	1620	1575	1530
2500	2400	2300	2200	2100	2000	1950	1900	1850	1800	1750	1700
2750	2640	2530	2420	2310	2200	2145	2090	2035	1980	1925	1870
3000	2880	2760	2640	2520	2400	2340	2280	2220	2160	2100	2040
3500	3360	3220	3080	2940	2800	2730	2660	2590	2520	2450	2380
4000	3840	3680	3520	3360	3200	3120	3040	2960	2880	2800	2720
5000	4800	4600	4400	4200	4000	3900	3800	3700	3600	3500	3400

## Procurement Provisions

225.15

## Regulations

## Summer Food Service Program For Children

- A. This section provides standards for use by sponsors in establishing procedures for the procurement of food, supplies, goods, and other services with Program payments. These standards are furnished to insure that such goods and services are obtained in an effective manner and in compliance with the provisions of applicable Federal laws and Executive Orders.
- B. The standards contained in this section do not relieve the sponsor of the contractual responsibilities arising under its contracts. The sponsor is the responsible authority, without recourse to the State agency and the Department regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into under the Program. This includes but is not limited to: Disputes, claims, protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of law are to be referred to such local, State, or Federal authorities as may have proper jurisdiction.
- C. Sponsors may use their own procurement regulations which reflect applicable State and local law, rules and regulations: Provided, That procurements made with Program payments adhere to the provisions of Office of Management and Budget Circulars A-102 and A-110 and to the standards set forth, as follows:
1. The sponsor shall maintain a code or standards of conduct which shall govern the performance of its officers, employees, or agents in contracting with and expending Program payments. The officers, employees, or agents of a sponsor shall neither solicit nor accept gratuities,



favours, or anything of monetary value from contractors or potential contractors on their own behalf or for others. To the extent permissible by State or local laws, rules or regulations, such standards shall provide for penalties, sanctions, or other disciplinary actions to be applied for violations of such standards by either the sponsor's officers, employees, or agents, or by contractors or their agents.

2. All procurement transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. The sponsor shall be alert to organizational conflicts of interest or non-competitive practices among contractors which may restrict or eliminate competition or otherwise restrain trade.
3. All sponsors shall establish procurement procedures which provide for, as a minimum, the following procedural requirements:
  - (i) Proposed procurement actions shall be reviewed by sponsor's officials to avoid purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical, practical procurement.
  - (ii) Invitations for bids or requests for proposals shall be based upon a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. "Brand name or equal" description may be used as a means to define the performance or other salient requirements of a procurement, and, when so used, the specific features of the name brand which must be met by offerors should be clearly specified.

- (iii) Positive efforts shall be made by the sponsors to utilize small business and minority-owned business sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts to be performed utilizing Program payments.
- (iv) The type of procuring instruments used (i.e., fixed price contracts, cost reimbursable contracts, purchase orders, incentive contracts, etc.) shall be appropriate for the particular procurement and for promoting the best interest of the Program. The "cost-plus-a-percentage-of-cost" method of contracting shall not be used.
- (v) Formal advertising, with adequate purchase description, sealed bids, and public openings shall be the required method of procurement unless negotiation pursuant to paragraph 3(vi) of this section is necessary to accomplish sound procurement. However, procurements of \$10,000 or less need not be so advertised unless otherwise required by State or local law or regulations. Where such advertised bids are obtained the awards shall be made to the responsible bidder whose bid is responsive to the invitation and is most advantageous to the sponsor, price and other factors considered. (Factors such as discounts, transportation costs and taxes may be considered in determining the lowest bid.) Invitations for bids shall clearly set forth all requirements which the bidder must fulfill in order for his bid to be evaluated by the sponsor. Any or all bids may be rejected when it is in the sponsor's interest to do so, and such rejections are in accordance with applicable State and local law, rules, and regulations.
- (vi) Procurements may be negotiated if it is impracticable and unfeasible to use formal advertising. Generally, procurements may be negotiated by the sponsor, if:



- (a) The public exigency will not permit the delay incident to advertising.
- (b) The material or service to be procured is available from only one person or firm: (All contemplated sole source procurements where the aggregate expenditure is expected to exceed \$5,000 shall be referred to the State agency for prior approval);
- (c) The aggregate amount involved does not exceed \$10,000;
- (d) The contract is for personal or professional services, or for any service to be rendered by a university, college or other educational institution;
- (e) No acceptable bids have been received after formal advertising;
- (f) The purchases are for highly perishable materials, for material or services where the prices are established by law, if procured at the lowest applicable price for technical items or equipment requiring standardization and interchangeability of parts with existing, for experimental, developmental or research work, for supplies purchased for authorized resale, and for technical or specialized supplies requiring substantial initial investment for manufacture;
- (g) Otherwise authorized by law, rules or regulations. Notwithstanding the existence of circumstances justifying negotiation, competition shall be obtained to the maximum extent practicable.
- (vii) Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources.

(viii) Procurement records or files for purchases in amounts in excess of \$10,000 shall provide at least the following pertinent information: justification for the use of negotiation in lieu of advertising, contractor selection, and the basis for the cost or price negotiated.

(ix) A system for contract administration shall be maintained to assure contractual conformance with terms, conditions, and specifications of the contract or order, and to assure adequate and timely follow-up of all purchases.

D. The sponsor shall include, in addition to provisions to define a sound and complete agreement, the following provisions in all contracts and subcontracts:

1. Contracts shall contain contractual provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
2. All contracts in amounts which are in excess of \$10,000 shall contain suitable provisions for termination by the sponsor, including the manner by which it will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
3. All contracts awarded by sponsors and their contractors or subcontractors having a value of more than \$10,000 shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).



4. Contracts or agreements, the principal purpose of which is to create, develop, or improve products, processes or methods, or for exploration into fields which directly concern public health, safety, or welfare, or contracts in the fields of science or technology in which there has been little significant experience outside of work funded by Federal assistance, shall contain a notice to the effect that matters regarding rights to inventions, and materials generated under the contract or agreement are subject to the regulations issued by the Department and the sponsor. The contractor shall be advised as to the source of additional information regarding these matters.
5. All negotiated contracts (except those of \$10,000 or less) awarded by sponsors shall include a provision to the effect that the State agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.
6. Contracts and subcontracts of amounts in excess of \$100,000 shall contain a provision which requires the recipient to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970. Violations shall be reported to the State agency and the Regional Office of the Environmental Protection Agency.



