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# Summer Program

The Texas Department of Agriculture's (TDA) Food and Nutrition Division (FND) administers the seamless Summer Program and the Summer Food Service Program (SFSP). These programs are not structured the same. The seamless program combines features of the National School Lunch Program (NSLP), the School Breakfast Program (SBP) and the SFSP regulations. The seamless program reduces paperwork and the administration burden that is normally associated with operating three different programs. This enables districts to operate the Summer Program under many of the same regulations, procedures and policies that they currently operate under during the regular school year.

The program was created to ensure that children in low-income areas could continue to receive meals during long school vacations when they do not have access to school lunch or breakfast. The Summer Program offers good, nutritious food that's "in" when school is "out."

Summer refers to a period of time the state education agency does not count toward meeting the designated instructional days of education. Currently, the Texas Education Agency mandates 180 instructional days as a school year.

## State Mandated Summer Food Service Program

The Texas legislature mandated participation in the Summer Food Service Program for school districts with at least 60 percent of average daily attendance (ADA) eligible for free and reduced-price meals. Districts can be granted a waiver for one year for the following reasons:

- Enrollment included fewer than 100 children.
- The cost of transportation was prohibitive.
- School buildings or cafeterias were under renovation or construction.
- An alternate provider already sponsored the SFSP in the area.
- Other extenuating circumstances.
- Contact TDA at (512) 420-2534 to request a waiver.

For information on summer feeding programs for schools, contact TDA at (888) TEX-KIDS (839-5437) or (512) 420-2534.

## Participant Eligibility

Any child 18 years of age and under can receive a meal free of charge.

## Site Eligibility

The seamless Summer Program is a site-based program. All summer feeding sites must have at least 50 percent of the children eligible for free or reduced-price school meals under the National School Lunch Program or the School Breakfast Program. The free and reduced eligible percentages will be determined at the state agency through the Child Nutrition Programs Information Management System (CNPIMS). All participating sites must be open to the community. A non-area eligible campus/site may also qualify for an area eligible campus/site if it is located in the

attendance area of a school with 50 percent free or reduced-price eligible according to the current summer program year's school Schedule A. Attendance zone is an area where children live and go to school. For additional information about attendance zones, contact school officials. Campus/feeding site means a school as defined under NSLP regulations and may include one or more enrolled and/or open summer feeding sites within the attendance zone of that school as determined by the school officials. Meal service sites may be located in a variety of settings, including schools, recreation centers, playgrounds, parks and churches.

An open site is defined as a site with at least half (50 percent) of the children in the area eligible for free and reduced-price meals based on CNPIMS Schedule A data. Also, the site must be available to neighborhood children.

### **Meal Pattern Requirements**

Nutritional standards for meals served and claimed must meet meal pattern requirements for lunch, breakfast and/or snacks. Refer to the specific section regarding the Lunch Program, Breakfast Program and/or Snack Program for requirements. Supper meals served and claimed for reimbursement must meet the lunch pattern requirements.

The district must follow the same meal pattern option currently used in the school year.

### **Allowable Meal Service Options**

A district may only participate in Summer Program meals in which they are currently approved to participate with TDA during the regular school year (August through May). For example, a district approved for breakfast only for August through May cannot participate or claim lunch, supper and/or snack meals under the Summer Program during the summer months.

More than two meal types can be served at any site; however, the district must ensure that children eat and are claimed for no more than two meals per child per day in the Summer Program.

### **Summer Program Meal Times**

Breakfast meal times must occur before 10 a.m. in most cases. Lunch meal times must occur between 10 a.m. and 2 p.m. Snack meal times may occur any time of the day but not at the same time as a meal. Supper meal times must occur between 2 p.m. and 10 p.m. The state office recommends a two-hour interval between all meal services.

### **Adult Meals For Supervision/Security Officials**

The cost of one meal per meal service per campus site for security personnel is an allowable expense that can be absorbed through use of reimbursement funds. However, adult meals cannot be claimed as reimbursable. The security official must be a salaried employee from a local, municipal, county or state government law enforcement agency. Allowing this program expenditure assists districts in providing security for open site campuses and demonstrates a strong partnership/involvement between education, community and local law enforcement personnel.

### **Summer Program Outreach/Awareness**

By March of each year, all public school districts participating with TDA's seamless program will be notified of the Summer Program specifics and the deadline to submit necessary information electronically through CNPIMS.

### **Site Monitoring**

The district must review the meal counting, claiming and meal pattern compliance for each summer site within the first three weeks of the program start. The state office has provided a prototype monitoring form to be completed by the district for each site. Refer to the end of this section for the On-site Monitoring Form.

### **Claims and Reimbursement**

The district must agree to serve free meals to all children when participating in the Summer Program under NSLP. The district must agree to claim reimbursement only for the meals that are served without charge to the children. Reimbursement will be based on the NSLP rates.

Payment for summer meals means financial assistance in the form of reimbursement paid to districts for meals served that meet meal pattern requirements. These meals will be claimed through CNPIMS based on the meal types: breakfast, lunch, supper and snack. Established NSLP/SBP claim deadlines will be followed for the Summer Program. Supper meals will be reimbursed at the lunch rate.

### **USDA Visit**

The U.S. Department of Agriculture (USDA) may visit any district agreeing to participate in the Summer Program under the administration of TDA, and district cooperation is required to make all applicable program materials, documents and records available for state or USDA inspection/ review.

### **Required Program Documentation**

Documentation to support meal reimbursement claims include the following: food production records, all documentation necessary to support the point-of-service count and a completed On-site Monitoring form(s).

### **Record Retention**

All documentation or records supporting the district's reimbursement claim must be kept on file for a minimum of five years after the end of the fiscal year to which they pertain. If audit findings have not been resolved, the applications must be maintained as long as required for the resolution of the issues raised by the audit.

## **Application to Participate**

Districts apply to participate in this program by amending the Application/Agreement through CNPIMS by May 1. Districts are not required to send any documents to the state office.

Districts must operate the seamless program for a minimum of 30 calendar days.

### **District Information Required to Participate**

Interested districts must provide the following information to TDA:

- School district name, address and county-district number.
- Child Nutrition Program Director's name, phone number and e-mail address.
- Campus names, county-district numbers and percentages of free and reduced eligibles from CNPIMS, along with the meal service(s) to be offered (for example, Breakfast/Lunch only).
- If qualifying a non-area eligible site that does not have at least 50 percent eligible children to participate as an area eligible site, the school name and campus number justifying the area eligible attendance area is required.

### **Restricting Districts from Participating in the Summer Program**

In districts where NSLP/SBP deficiencies have been noted due to CRE findings or other audit findings, those districts may not be allowed to participate in the Summer Program.

The state agency will notify seriously deficient districts by April that the district will not be allowed to participate in the Summer Program for that year.

## Summer Program On-site Monitoring Form

The Summer Program On-site Monitoring Form should be used by a district to evaluate its program. Complete one for every summer site the district has in operation. To be in compliance, district staff should respond “yes” to the questions. For further explanation, a section reference from the *Administrator’s Reference Manual* appears in the left-hand column.

|                                   |   | YES                      | NO                       |
|-----------------------------------|---|--------------------------|--------------------------|
| <i>Counting and Claiming</i>      | 1. Is the count taken at the point-of-service?  | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 2. If the cashier/ counter is at the beginning of the line, is a monitor stationed at the end of the line who removes from the count any meal which does not contain sufficient components in order to claim reimbursement? | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 3. Is there a system in place to ensure that second meals are not claimed for reimbursement?  | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 4. After viewing the point-of-service count in operation, does it appear that it yields an accurate count?  | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 5. If there is more than one serving line, are the counts from all lines properly consolidated?   | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 6. Is there a trained substitute cashier/ counter?  | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 7. When preparing the monthly reimbursement claim, are the numbers of meals claimed for all schools/sites consolidated correctly?   | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 8. Is an on-site review completed and documented during the first three weeks of operation?   | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Lunch, Breakfast and Snack</i> | 9. Are the same meal patterns used August through May?  | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 10. Are each of the required food items offered at every meal?  | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 11. Are complete food production records maintained on all meals claimed for reimbursement including breakfasts, snacks, lunches and suppers?   | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 12. Are utensils that yield standard-sized servings used for portioning all menu items?   | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 13. Based on the menu system being used, are the required number of bread servings offered each week?   | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 14. Based on the menu system being used, are the required number of meat servings offered each week?  | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 15. Based on the menu system being used, are the meals being analyzed?  | <input type="checkbox"/> | <input type="checkbox"/> |
|                                   | 16. Is school/site operating only two meal services? (i.e., Breakfast/Lunch or Lunch/Snack)   | <input type="checkbox"/> | <input type="checkbox"/> |

|                           |   | YES                      | NO                       |
|---------------------------|---|--------------------------|--------------------------|
|                           | 17. Is each child permitted to select from the required choices of milk?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Other</i>              | 18. Is the nondiscrimination statement and information as to where a complaint may be   |                          |                          |
| <i>Operational Issues</i> | filed included on program materials?  | <input type="checkbox"/> | <input type="checkbox"/> |
|                           | 19. a. Are procedures established to receive complaints alleging discrimination?  | <input type="checkbox"/> | <input type="checkbox"/> |
|                           | b. Are complaints forwarded to the Texas Department of Agriculture?   | <input type="checkbox"/> | <input type="checkbox"/> |
|                           | 20. Is there no separation by race, color, sex, handicap, age or national origin in the eating periods, seating arrangements, serving lines or eating areas?    | <input type="checkbox"/> | <input type="checkbox"/> |
|                           | 21. Did the school/site conduct outreach to the media and community/grass roots organizations about feeding sites?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Financial</i>          | 22. Are records maintained for a period of five years after the final claim for reimbursement for the fiscal year or until resolution of any audits or reviews? | <input type="checkbox"/> | <input type="checkbox"/> |

\_\_\_\_\_  
Signature of Site Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Name of Site

