

CLARIFICATION OF FEDERAL POLICY

In Texas, organizations that contract directly with Texas Department of Agriculture's USDA federally funded nutrition programs are called Contracting Entities or CEs. The Summer Food Service Program (SFSP) is identified as a nutrition program and, as such, sponsors are considered CEs.

Average Daily Participation (ADP)

Determining ADP

Average daily participation (ADP) is the average number of meals that a contracting entity (CE) serves at each site each day of operation during the claiming period.

The CE proposes the ADP for each site during the Summer Food Service Program (SFSP) application process. The ADP proposed by the CE, however, may be adjusted by the Texas Department of Agriculture (TDA) during the application review process, a visit prior to approval, during an administrative review, or for other reasons.

TDA uses the following formula to determine the maximum amount CEs can claim per site in the claiming period:

$$\frac{\text{ADP} \times \text{Number of Serving Days per Claiming Period}}{\text{Maximum amount CE can claim at the site for the claiming period.}}$$

Tips for estimating proposed ADP:

- Returning CEs should use prior program year history when determining ADP for returning sites. See example on the next page.
- CEs should communicate with the site regarding the number of children that attend the site's activities or live in the vicinity of the site to determine the number of meals that may be served at the site. (Note: Apartment complexes typically see only 15% of resident children participating, though there are exceptions.)
- ADP may peak at certain times of the summer due to closure of summer school or other types of summer activities (i.e., camps).
- Holidays, such as Juneteenth and July 4th, as well as carnivals, county fairs, rodeos and other local events may impact ADP.

Example of Estimating ADP Based on Prior Year Data

Assume you operated a lunch service Monday through Friday, June 1, 2011 through June 30, 2011, your weekly attendance figures were as follows:

Week 1	435 children attended
Week 2	622 children attended
Week 3	735 children attended
Week 4	615 children attended
Week 5	506 children attended

Adding the weekly totals above, over the course of your claiming period you served 2,913 children.

To find your ADP, divide your grand total of 2,913 by the number of program operation days: 22 days.

2,913 divided by 22 = 132.4 children per day

At the same site, assume you operated a lunch service Monday through Friday, July 1, 2011 through August 5, 2011, your weekly attendance figures were as follows:

Week 1	752 children attended
Week 2	605 children attended
Week 3	748 children attended
Week 4	736 children attended
Week 5	707 children attended

Adding the weekly totals above, over the course of your claiming period you served 3,548 children.

To find your ADP, divide your grand total of 3,548 by the number of program operation days: 25 days (4th of July not included)

3,548 divided by 25 = 141.9 children per day

Because of fluctuation, it is recommended that you round up the ADP no more than 10%.

Based on this example and 10% for fluctuation, if you requested an ADP of 145 for the 1st claiming period (June 2011), you will need to amend your ADP for the 2nd claiming period (July/August 2011) to approximately 155.

Amending ADP

CEs must be conscientious of the ADP of each site. If the CE believes they will exceed the maximum number of meals they can claim at the site for the claiming period, they must amend the ADP for each affected site. Amendments to the ADP must be made **prior to** the final day of the claiming period. Amendments to the ADP made **after** the final day of the claiming period **will not be** retroactive and the CE can claim only the maximum amount based on the approved ADP.

Please note that if there is an amendment to the ADP at any of the sites, TDA has the authority to conduct an announced or unannounced on-site review to ensure that the amendment to the ADP was necessary. All amendments are subject to TDA approval.

If a CE would like to propose a change the ADP of a site, they must make a request to TDA via the Texas Unified Nutrition Programs System (TX-UNPS) by completing the [Application/Management Plan Change Form](#) found at www.summerfood.org or at www.squaremeals.org.

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