

Regulation 3552: Summer Meal Program

Status: DRAFT

Original Adopted Date: Pending

Site Selection

In identifying locations where summer meals may be provided, the Superintendent or designee shall document site eligibility according to the following criteria: (7 CFR 225.2, 225.15)

1. **Open Site:** The site provides meals to all children in the area and is located at a school or nonschool site within the geographical boundaries of a school attendance area where at least 50 percent of the children are eligible for free or reduced-price meals.
2. **Restricted Open Site:** The site initially meets the criteria of an "open site," but the district must restrict or limit participation on a first-come, first-served basis due to security, safety, or control concerns.
3. **Closed Enrolled Site:** The site is open only to enrolled children, as opposed to the community at large, and at least 50 percent of the enrolled children at the site are eligible for free or reduced price school meals, as determined by approval of applications in accordance with 7 CFR 225.15(f).

Whenever the district offers the summer meal program at a site that provides summer school sessions, it shall ensure that the site is open to students enrolled in summer school and to all children residing in the area served by the site. (7 CFR 225.14)

Meal Service

In accordance with the district's agreement with the California Department of Education (CDE), the summer meal program may offer breakfast, morning snack, lunch, afternoon snack, and/or supper. The program may provide up to two meals/snacks per day in any combination, except that lunch and supper shall not be provided by the same site on the same day. Sites that primarily serve children from migrant families may apply to serve up to three meals, or two meals and one snack, per day. All meals/snacks shall be provided within the time periods specified in 7 CFR 225.16. (42 USC 1761; 7 CFR 225.16)

Meals provided through the district's summer meal program shall be available at no cost to: (42 USC 1761; 7 CFR 225.2)

1. Children age 18 or younger
2. Persons over age 18 who meet the CDE's definition of having a physical or mental disability and who are participating in a public or nonprofit private school program established for individuals with a disability

The Superintendent or designee shall designate a person at each participating site to serve as the program's site supervisor. The site supervisor shall oversee the order or preparation of meals, ensure the site is cleaned before and after the meal, and record the number of complete meals served to eligible children each day.

Additional Requirements for Seamless Summer Feeding Option

All meals offered through the summer meal program shall meet menu planning requirements for the National School Lunch or Breakfast Program pursuant to 7 CFR 210.10 or 7 CFR 220.8. (42 USC 1761)

Whenever the district operates an open site as defined in the section entitled "Site Selection" above, the Superintendent or designee shall advertise the availability of summer meal services to the neighborhood community. A large banner or marquee shall be prominently displayed at each site before and during the meal service. Other outreach strategies may include, but are not limited to, sending a news release to the local media, distributing a flyer to parents/guardians of district students, posting information on the district or school web site, and placing posters throughout the community.

At the point of service, on-site staff shall count the number of eligible meals served. Reimbursement claims shall be submitted using the same procedure used during the school year for the National School Lunch or Breakfast Program.

Each year the Superintendent or designee shall conduct at least one review of each site to ensure its compliance with meal counting, claiming, menu planning, and food safety requirements. For newly established sites, such reviews shall be conducted within three weeks of the start of operation.

Additional Requirements for Summer Food Service Program

The district shall annually submit to the CDE a program application and budget for anticipated operational and administrative costs.

The Superintendent or designee shall annually send a notice to the media serving the area from which the district draws its attendance regarding the availability of free meals. (7 CFR 225.15)

In addition, the district and each open site shall:

1. **Make program information available to the public upon request**
2. **Make reasonable efforts to provide information in the appropriate translation concerning the availability and nutritional benefits of the program**
3. **Display, in a prominent place at the site and in the district office, the nondiscrimination poster developed or approved by the U.S. Department of Agriculture's Food and Nutrition Service**
4. **Include the nondiscrimination statement and instructions for filing a complaint in the public release and in any program information directed to parents/guardians of participants and potential participants**
5. **Post signage, such as a banner, marquee, poster, or other large display on the exterior of the building facing the street nearest the entrance of the meal service area at each site, before the meal service begins and throughout the service time**

All meals offered through the summer meal program shall meet U.S. Department of Agriculture minimum meal patterns as specified in 7 CFR 225.16 or the meal patterns required for the National School Lunch and Breakfast Programs. (42 USC 1761; 7 CFR 225.16)

The Superintendent or designee shall submit to the CDE monthly reimbursement claims based on the number of eligible meals served.

Program administrative personnel shall annually attend mandatory training provided by the CDE. In addition, the Superintendent or designee shall annually hold program training sessions for administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these training sessions. Training of site personnel shall include, but not be limited to, the purpose of the program, site eligibility, record keeping, site operations, meal pattern requirements, and the duties of a program monitor. The Superintendent or designee shall provide training throughout the summer to ensure that administrative personnel are thoroughly knowledgeable in all required areas of program administration and operation and are provided with sufficient information to carry out their program responsibilities. Each site shall have present at each meal service at least one person who has received this training. (42 USC 1761; 7 CFR 225.15, 225.7)

The Superintendent or designee shall monitor program operations by conducting site visits prior to opening a new site, during the first week of operation, during the first four weeks of operation, and then at a reasonable level thereafter. (7 CFR 225.15)

The Superintendent or designee shall retain all records pertaining to the program for a period of three years after the end of the fiscal year to which they pertain. (7 CFR 225.6, 225.15)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 15510
 5 CCR 15550-15565
 Ed. Code 49430-49434
 Ed. Code 49490-49494
 Ed. Code 49500-49505
 Ed. Code 49510-49520
 Ed. Code 49530-49536
 Ed. Code 49547-49548.3
 Ed. Code 49550-49562
 Ed. Code 49570

Federal References

42 USC 1751-1769j
 42 USC 1758b
 42 USC 1761
 42 USC 1771-1792
 42 USC 1773
 7 CFR 210.1-210.33
 7 CFR 220.1-220.22
 7 CFR 225.1-225.20

Management Resources References

CA DOE Management Bulletin
 CSBA Publication
 CSBA Publication
 CSBA Publication
 U.S. Department of Agriculture Publication
 U.S. Department of Agriculture Publication
 U.S. Department of Agriculture Publication
 U.S. Department of Agriculture Publication

Description

Mandatory meals for needy students
 School lunch and breakfast programs
 The Pupil Nutrition, Health, and Achievement Act of 2001 - <https://simbli.eboardsolutions.com/SU/Vblc2N1RyrO8XDSzoAlsA==>
 School breakfast and lunch programs - <https://simbli.eboardsolutions.com/SU/slshkIEI45KMiS2Nfu5WXrIBA==>
 School meals - <https://simbli.eboardsolutions.com/SU/FITqlb6u5Si3slshWUX9h3NMw==>
 Duffy-Moscone Family Nutrition Education and Services Act of 1970 - <https://simbli.eboardsolutions.com/SU/nO2tPwhV6R7VrwoAO1CNnvw==>
 Child Nutrition Act - <https://simbli.eboardsolutions.com/SU/aJV8tTy20a8L4vjVgNDPWw==>
 Comprehensive nutrition services - <https://simbli.eboardsolutions.com/SU/hrskXGMNBrLCnX9deGpMQ==>
 Meals for needy students - <https://simbli.eboardsolutions.com/SU/apYfKshvfKaT8ryTPutYCw==>
 National School Lunch Act - <https://simbli.eboardsolutions.com/SU/gbDKvmpkRVPHJtW1Rh12w==>

Description

School Lunch Program
 Local wellness policy
 Summer Food Service Program and Seamless Summer Feeding Option
 Child nutrition
 School Breakfast Program
 National School Lunch Program - <https://simbli.eboardsolutions.com/SU/Lv8UWI0wAizNvSHss7IA9Q==>
 National School Breakfast Program
 Summer Food Service Program

Description

USDA-SFSP-06-2008 Summer Food Service Program Outreach Requirement Clarification, October 2008
 Providing Access to Nutritious Meals During Summer, Policy Brief, June 2010
 Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007
 Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006
 National School Lunch Program's Seamless Summer Option Questions and Answers, 2009
 The Summer Food Service Program: Food That's In When School is Out, 2010 Administrative Guidance for Sponsors, rev. December 2009
 The Summer Food Service Program: Food That's In When School is Out, 2010 Monitor's Guide, rev. January 2010
 The Summer Food Service Program: Food That's In When School is Out, 2010 Site Supervisor's Guide, rev. January 2010

U.S. Department of Agriculture Publication	The Summer Food Service Program: Food That's In When School is Out, 2010, Nutrition Guidance for Sponsors, rev. March 2010
Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/Wry6HD6BSTBkfn7BqplusR7BQ==
Website	Child Nutrition Information and Payment System - https://simbli.eboardsolutions.com/SU/3uztQoRRU8Dvnm8hfkRTBw==
Website	California Center for Research on Women and Families, Summer Meal Program Coalition - https://simbli.eboardsolutions.com/SU/WBplusYDZv86lx917l4hT1Szw==
Website	Nourish California - https://simbli.eboardsolutions.com/SU/5GeuVdU7HE4aLG3NFy4PTg==
Website	California School Nutrition Association - https://simbli.eboardsolutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpnr2rTFL2uz0BslshlorGXQ==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

Description

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/FnDZ7yHITUVLmcpBwcYa4w==
0500	Accountability - https://simbli.eboardsolutions.com/SU/xCytvVrcYFBnFGHmu2mBFQ==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/Hywu1plusUHmPznTnAojQejslshg==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/3lHEaJYmsnDktqG0qiC94Q==
1113-E(1)	District And School Websites - https://simbli.eboardsolutions.com/SU/Mze3Jkh96AlHtvj627Y0Sw==
1113	District And School Websites - https://simbli.eboardsolutions.com/SU/uS0gx6gDkhXV2zyG1glLaQ==
1113	District And School Websites - https://simbli.eboardsolutions.com/SU/LkplusM8wFuCjC9T99n32Hnw==
1113-E PDF(1)	District And School Websites - https://simbli.eboardsolutions.com/SU/fCje9zCXa1OFcXTUBQYRhw==
1330.1	Joint Use Agreements - https://simbli.eboardsolutions.com/SU/6vO5XmWvh6GiKCUrP6C73w==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/bol2KOplusfOV4lODLslshnZFOsg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/y0gzCJ6sSplus9byK0L49dVplusQ==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/uEYQslsh5qayTY8IPOQDYVxMQ==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/slshbnNdB5VoKn29R1FDUD8Vw==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/KVOgHhXokXVv3QqM5NwYslshQ==
3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/QnRDSUG2lxmDwo549gJLww==

3551	Food Service Operations/Cafeteria Fund - https://simbli.eboardsolutions.com/SU/XdvpOUBAPs20PKuptA0S1w==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/veLi3k2THgU0fAplusDEpluskdyw==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/bJft7yoiEWomeYDx1LdKBg==
3555-E(1)	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/ytO7dP7uDvfNrcslshlqxXKMg==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/mkUslshWBWqslshVaye1pCyIEf6A==
3580	District Records - https://simbli.eboardsolutions.com/SU/slshum9iqFSJwslshMnliyP5FuWQ==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/mi31ZJfJZ6P6XlztQhGr3Q==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/hqxZRIEbEWMHD9ZdrfApig==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/aWkPBgslshQGAKepvUCWXMslsh2Q==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/BpdsG3ZLempXC2QjsEmMpA==
5141.27	Food Allergies/Special Dietary Needs - https://simbli.eboardsolutions.com/SU/0o5IPmshBsdwTIS6qQdQN7Q==
5145.71	Title IX Sexual Harassment Complaint Procedures - https://simbli.eboardsolutions.com/SU/5GsQT7RCvewITUURUbHEVg==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/WFitZaRHijkROZEW8Cv5QA==
5148	Child Care And Development - https://simbli.eboardsolutions.com/SU/Sslshehfg4QR3abXwwfnqllw==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/wLhC38lfitHbiftplusu8Slqg==
6142.7	Physical Education And Activity - https://simbli.eboardsolutions.com/SU/st47PplusnstvXplus2ge0izZVwA==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/QQislsh8nRCq4oplusfvjJr7T9tA==
6164.4	Identification And Evaluation Of Individuals For Special Education - https://simbli.eboardsolutions.com/SU/kvrDGMUcQ1PdutHDLXRJbA==
6164.5	Student Success Teams - https://simbli.eboardsolutions.com/SU/Cp6yplusXBTyCXMfqsCDbQ4ew==
6164.5	Student Success Teams - https://simbli.eboardsolutions.com/SU/Pa4WJnDyQtqNmdlvaNQqag==
6177	Summer Learning Programs - https://simbli.eboardsolutions.com/SU/01oPKslshkmp16t3AapplusqWPQ==