



# 2023 SFSP Summer Meals

A Newsletter for **Montana** Summer Food Service Program Sponsors

## Welcome to Summer 2023!

Summer fun is just around the corner and OPI School Nutrition Programs invites summer sponsors to operate the Summer Food Service Program (SFSP) providing free meals to kids ages 18 and younger this summer.

Help your community by becoming a summer meal site or program sponsor this summer. Summer Food Service Program sites at schools, community centers, parks, pools, and many other locations provide nutritious meals to children all summer long. To qualify as a site, a facility must be located in a neighborhood where at least 50 percent or more of the children in the area are eligible for free or reduced-price meals or must serve primarily low-income children (at least 50 percent of the children must be eligible for free or reduced-price meals). Summer camps and sites serving primarily migrant children also can participate, but under slightly different rules.



You can learn more about the Summer Food Service Program by visiting the Montana OPI School Nutrition Programs [website](#) or start the application to sponsor a Summer Food Service Program site by calling 406-444-2501.

## Reimbursement Rates 2023

	<i>Rural/Self Prep</i>	<i>Urban/Vended</i>
<b>Breakfast</b>	\$2.8250	\$2.7725
<b>Lunch/Supper</b>	\$4.9500	\$4.8700
<b>Snack</b>	\$1.1675	\$1.1400

**— 2023 DEADLINES —**

Sponsor and Site Agreements  
**Open March 1st**  
**Close May 5th, 2023**

## SFSP Checklist to Complete:

- ⇒ Complete required sponsor trainings
  - \*Use course catalog [access code mt-406](#) to register for trainings
    - ◇ [MT-179](#) Refresher training for returning sponsors
  - OR**
  - ◇ [MT-178](#) Comprehensive training for new or returning sponsors
- ⇒ Complete Civil Rights Training (all SFSP program staff must complete annually)
  - ◇ [MT-150 Civil Rights Training](#)
  - OR**
  - ◇ [Civil Rights Training PPT](#) & [Civil Rights Training Documentation log](#)
- ⇒ Complete & Submit SFSP SY2022-2023 Application in [MAPS](#) by **May 5th, 2023**
- ⇒ Determine which area eligible sites are returning or add any new [area eligible sites](#)
- ⇒ Complete items on the [SFSP 2023 Checklist](#)



# Summer Food Service Program

## 2023 Checklist



	Deadline	Documentation	Completed
<b>Annual Requirements</b>			
*School Sponsors: <a href="#">Promote/Complete outreach for SFSP</a>	Before the End of the School Year	Keep a Copy on file	
Complete SFSP Application in <a href="#">MAPS</a>	<b>May 5, 2023</b>	<a href="#">MAPS</a>	
Submit Public Release to the media	Annually	OPI Media Release	
Update USDA <a href="#">Nondiscrimination Statement</a> on program materials (vital documents and marketing materials)	As needed	Marketing Materials (website, flyers, media release, etc)	
<a href="#">Request Sanitation Inspection</a>	Upon submitting application in MAPS & by Start of Operation	Keep Copy of Letter and Post Inspection Report	
<a href="#">Collect Racial/Ethnic Data</a>	Once Per Year	Keep Documentation Form	
Maintain Written <a href="#">Procurement Policy</a>	Annually	Keep a Copy	
Annual <a href="#">Civil Rights Training</a> for Staff	Once Annually	Keep Documentation Form	
<b>Professional Development Opportunities/Requirements</b>			
Complete Required <a href="#">Sponsor SFSP Training</a> (via Bright Track)	March/April/May	Keep Certificate. Indicate date on MAPS agreement.	
Sponsor Provide <a href="#">SFSP Training for All Site Staff</a>	Before Start of Operation	Keep <a href="#">Documentation Sheet</a> in Records	
<b>Required Self-Reviews</b>			
<a href="#">Preapproval Site Review</a> : Only New and Problem Sites	Before Start of Operation	Keep a Copy	
<a href="#">Initial Site Visit</a> for New and Problem Sites	Within First Two Weeks of operation	Keep a copy	
<a href="#">By the Fourth Week Site Self Review</a> for each site	Within First Four Weeks of operation	Keep a Copy	
<b>Daily Tasks to Complete</b>			
<a href="#">Production Records</a> for Each Meal Service	Daily	Keep in Records	
<a href="#">Receiving Records</a> (for meals delivered to sites)	Daily	Keep in Records	
<a href="#">Daily Meal Counts</a> for Each Meal Service	Daily	Keep in Records	
<b>Other Tasks/Duties</b>			
Field Trip Notification to OPI	As Needed	<a href="#">MAPS</a> Application Packet	
<a href="#">Consolidate Daily Meal Counts</a>	Daily/Monthly	Keep in Records	
Submit Claim for Reimbursement— <a href="#">MAPS</a>	By the 10th of each month	Keep Count Documentation	
Keep detailed financial/ordering records	As Received	Keep Documentation	
<b>Additional Requirements for Enrolled and Camp Sites</b>			
Enrollment Data for Each Session	Pre-Operation	Keep Documentation Used	
Send <a href="#">Public Release</a> to Media	Annually	Keep a Copy & Record Date	
<b>Vended Sites Only</b>			
<a href="#">Agreement to Furnish Food</a>	Pre-Operation	Keep Copy in Records	
<a href="#">Receiving Records</a>	Daily	Keep in Records	
<b>Resources</b>			
<a href="#">SFSP Administrative Guidance for Sponsors</a>	Sponsor to Review	As needed	
<a href="#">SFSP Site Supervisor's Guide</a>	Site Supervisor to Review	As needed	

**All documentation for the items listed must be kept on file for three years plus the current year.**

**Reminder:** Claims for reimbursement are due on the 10th of each month, except months with less than 10 operating days. For months with less than 10 operating days, combine the month with another (e.g., combine August and September on the September claim).

SUMMER  
FOOD SERVICE  
PROGRAM



Free

Summer

Meals



**Kids & Teens 18 and Under**

No Application | No Registration

TEXT 'FOOD' or 'COMIDA' to 304-304

[fns.usda.gov/meals4kids](https://fns.usda.gov/meals4kids)



MONTANA

Posters provided by the Montana Food Bank Network (406) 541-4884



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. mail:**  
U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
- 2. fax:**  
(833) 256-1665 or (202) 690-7442; or
- 3. email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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## Contact Us

CALL

406-444-2501

E-MAIL

[erin.turner@mt.gov](mailto:erin.turner@mt.gov)

VISIT

[opi.mt.gov/summerfood](http://opi.mt.gov/summerfood)

