

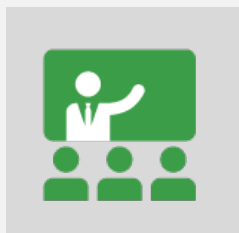
# Summer Food Service Program Requirements and Deadlines for 2025

For details regarding each requirement and recordkeeping forms, visit the [SFSP Materials and Resources](#) page.

1. Note any updated resources from the prior year.
2. Update your Guide to Operate the SFSP binder.
3. Use the [SFSP Sponsor Action Plan](#) to help you plan the who, what, when and how for your Program prior to submitting the SFSP Application.
4. Determine which sites are returning, explore new site options, and meet with community partners. When doing so, reach out to DPI at [sfsp@dpi.wi.gov](mailto:sfsp@dpi.wi.gov) to verify eligibility of sites and discuss options, such as the [Rural Non-Congregate Meal Service Program](#). The [Sponsor Site Agreement](#) may be used to collect data needed from sites in order to submit SFSP Site Applications.

## Complete DPI Training: [Training Requirements](#)

- Administrative and Operational staff must review the lessons within the [E-learning Course](#) that are pertinent to SFSP responsibilities.
- Prior to Start of Program: Provide group and/or one-on-one training for site staff, volunteers, central kitchen staff, drivers, etc. regarding sponsor and site specific SFSP policies and procedures.
- Include Civil Rights training for anyone that has not already been trained this Fiscal or School Year.
- Document all training.
- Continue to provide training to new employees, volunteers, and as needed throughout the summer.



## Notify Local Health Dept of Site Operation

- Prior to submitting the SFSP contract and anytime a new site is added to program. [Find your Local Public Health Dept.](#)
- Provide contact information, location of sites, dates of operation, meal service times, and central kitchen location (if applicable). Review the [Sample Letter](#) provided online.
- Retain documentation of all correspondence with sanitarians. Initial notification letter/email must be uploaded into the SFSP Contract to be approved.

## Complete the SFSP Contract: [Application Process](#)

- SFSP contracts open starting **March 3<sup>rd</sup>**.
- Review the webinar on the [SFSP training page](#) prior to completing the contract!
- Follow the instructions provided in the [SFSP Contract Manual](#).
- Submit by **April 10<sup>th</sup>** if ordering USDA Foods and/or requesting Advance in Payment
- Submit by **May 2<sup>nd</sup>** if NOT ordering USDA Foods and/or requesting Advance in Payment
- Continue to update the contract whenever there are changes to operation.



## Competitively Procure Meals, Services: [Procurement Requirements](#)

- Utilize procurement method relative to the dollar threshold of purchases (i.e., micro-purchasing, small purchasing, or formal (sealed bid) procurement.
- Review internal Procurement Ethics requirements, if needed.
- If purchasing meals from a FSMC/Vendor, ensure the contract is signed and submitted to DPI prior to operation.



## Order USDA Foods

- Follow all instructions provided in the [2025 SFSP USDA Foods](#) document. Late requests cannot be accepted.





### Collect Child Income Eligibility Data: [Documenting Participant Eligibility](#)

- ❑ ONLY required for Sponsors of Residential Camp, Conditional Rural Non-Congregate Sites & Enrolled Sites Not Using Area Eligibility
- ❑ Allowable documentation is dependent on type of Program. See the [Documenting Participant Eligibility](#) handout for details.
- ❑ All participant eligibility documentation must be complete and on file prior to filing the claim for reimbursement.

### Notification to the Community

- ❑ DPI issues the media release on behalf of all Sponsors; however, Sponsors of camps and enrolled sites must notify participants of the availability of free meals. Other sponsors should continue to make the community aware of open sites.
- ❑ Provide information in appropriate translations.
- ❑ Resources such as posters, lawn signs, calling cards, doorhangers, and banners can be ordered from DPI: <http://dpi.wi.gov/community-nutrition/sfsp/outreach>



### Provide Reimbursable Meals: [Meal Service Requirements](#), [Production Planning](#)

- ❑ Maintain documentation to indicate reimbursable meals were prepared (i.e., production records, invoices, receipts, inventory records).
- ❑ Document delivery of meals, if applicable.
- ❑ Maintain Child Nutrition (CN) Labels, Product Formulation Statements and standardized recipes for menu items requiring them.

### Accurate Meal Counts: [Meal Counting Requirements](#)

- ❑ Serve meals without cost to all eligible children.
- ❑ Maintain daily records to support meals served to all children (first and second, if applicable), program adults, and non-program adults.
- ❑ Take meal counts at the point of service (when the child receives the meal), including field trip meals.
- ❑ Plan and prepare/order meals with the objective of providing only one meal (per meal type) per child per day.
- ❑ Ensure there are provisions in place for daily meal adjustments, if needed.



### Site Monitoring: [Monitoring Requirements](#)

- ❑ Conduct site monitoring as approved within the SFSP Contract using the DPI Monitoring [Forms](#), or an approved alternative.
- ❑ Review site monitoring progress throughout the summer to ensure all site visits/reviews are being completed within the required time frames.
- ❑ Meet with site monitors, as needed, to ensure follow-up visits/reviews are completed, when needed and that corrective action was taken as required.

### Civil Rights: [Civil Rights Requirements](#)

- ❑ Ensure participation in the SFSP is nondiscriminatory.
- ❑ Provide materials in the appropriate translation, if needed.
- ❑ Collect race and ethnicity of participants following the instructions provided on the back of the [Race and Ethnicity Data Form](#)
- ❑ Display the "[... and Justice for All](#)" poster where children can see it as well as in the administrative offices.



### Program Reimbursement: [Reimbursement Requirements](#)

- ❑ Claim only meals served to children or disabled adults, 21 and under, that participate in a public or private education program.
- ❑ Claim only meals that are complete, counted at the point of service, meet meal pattern requirements, and served during the approved dates of operation and meal service time.
- ❑ File claims within the required timeframes, which vary depending on operational dates.
- ❑ Follow claim instructions provided in the [SFSP Claim Manual](#).



### Document Income & Expenses: [Financial Management Requirements](#)

- Maintain a non-profit food service account.
- Ensure expense records (time sheets, invoices, mileage logs, etc.) are kept to support both operational and administrative expenses.
- Collect payment for non-program adult meals or charge these meals to a non-federal income source.
- Allocate revenue and expenses accurately among Programs if operating more than one Child Nutrition Program (CNP). Assure SFSP funds are expended according to approved budget.

## Non-discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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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