

The Summer Food Service Program



Rural Non-Congregate Meal Service



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Agenda



Rural Non-Congregate Meals

- Purpose
- Sponsor & Site Eligibility
- When to Offer Non-congregate Meals
- Non-Congregate Meal Models
- Meal Service Requirements
- Site Monitoring
- Civil Rights
- Meal Counting
- Program Reimbursement
- Financial Management
- Next Steps
- Best Practices



Rural Non-Congregate Meals



Purpose

To provide broader access to nutritious meals in the summer months, when school is not in session, in areas where it is more difficult for children to participate in congregate meals or when there is a lack of facilities to host congregate meals.

The rural non-congregate option is not intended to replace congregate meal service and non-congregate meals cannot be provided when congregate meals are being served.



Rural Non-Congregate Meals

Who Can Offer Rural Non-Congregate Meals?

Any service institution that meets the definition of sponsor in Program regulations (7 CFR 225.2), is eligible to apply to operate non-congregate meal service through their SFSP State agency, if considered to be in **good standing** with the State Agency.



Rural Non-Congregate Meals



Good Standing

Good standing means the status of a Program operator that meets its Program responsibilities, is current with its financial obligations, and if applicable, has fully implemented all corrective actions with the required time.



Rural Non-Congregate Meals



Congregate and Non-Congregate Meals

Non-Congregate Meals cannot be provided when congregate meal service is available.

Determination of no congregate meal service considers, but is not limited to:

- Physical conditions or barriers to congregate sites,
- Limited capacity of congregate sites,
- Sites serving the same children on different days, different weeks or different meals on the same day; and
- Sites appealing to specific groups.



Rural Non-Congregate Meals

Instances where non-congregate meals may be provided:

After summer programming has ended (i.e., summer school, recreation program, etc.) it may not be feasible to continue to offer summer meals as children do not have easy access to the site.

When a rural area does not have a facility to use to host a congregate site, non-congregate meals could be offered all summer.

When a sponsor can only provide one congregate meal (i.e., provides a congregate lunch, but cannot provide a congregate breakfast).

When the only other summer meal sites nearby are closed to community participation and there are no other means to host a congregate site.

When a sponsor cannot staff a congregate program but has enough resources to prepare and provide non-congregate meals once or twice a week.

When congregate meals are not available all days of the week, non-congregate meals may be provided for days of the week that the congregate site is not operating (i.e., the weekend).



Rural Non-Congregate Meals



Site Eligibility

1. Site is Rural & Area Eligible
 - Rural determined by the Rural Designation Map
<http://www.fns.usda.gov/rural-designation>.
 - Area Eligible determined by Free/Reduced Data or Census Data
2. Site is Rural & Not Area Eligible (Conditional Non-Congregate Site)
 - Rural determined by the Rural Designation Map
<http://www.fns.usda.gov/rural-designation>.



Rural Non-Congregate Meals



Non-congregate Meal Models

Meal Pick-up - Provides packaged meals that are taken home for children to eat later. Examples of meal pickup include:

- Grab and go curbside service, or
- Take-home packages/backpacks provided to children after programming at a site has ended. Meals must be packaged and portioned to allow children to carry the food from the SFSP site to their home.

Home Delivery - Meals delivered directly to homes. Delivery could be completed by:

- The sponsor utilizing sponsor staff or volunteers
- A delivery service, or
- By mail in very rural areas.



Rural Non-Congregate Meals



Meal Pick-Up Requirements for Area Eligible Sites

Meals served directly to children. Considered an open site; no need for setting up a roster for pick-up, etc. as long it is the only open non-congregate site in the area.

Meals served to Parent/Guardians without the children present.

- Requires that only the number of meals be provided for the number of children living in the household.
- Requires a process during pick-up that ensures that meals are only provided to parents/guardians that have had the number of children in the household verified.
- The term guardian can apply to an adult specified by the parent, as a caregiver, such as a grandparent or older sibling. Adults who are not the parent or not providing care for a child, cannot pick up meals on behalf of other families.



Rural Non-Congregate Meals



Home Delivery Requirements for Area Eligible Sites

Consent – When using the home delivery model, sponsors must invite households to participate and obtain written consent from the child’s parent or guardian for home delivery.

- Hard copy
- Email
- Online Survey Form

Household Verification – the sponsor must confirm the number of children 18 and under in the household.

Time of Delivery– The child does not need to be present at the time of delivery, as long as the sponsor has obtained the household’s written consent to deliver meals and has verified the current address. If the meals are shelf-stable, no one need be present, as long as the address has been verified



Rural Non-Congregate Meals



Meal Pick-up and Home Delivery – Not Area Eligible

Conditional Non-congregate Sites (not area eligible)

- The sponsor must confirm the number of children 18 and under in the household that are eligible for free/reduced price meals.
- SFA sponsors may use current eligibility data available in their student database.
- SFA sponsors may collect household income statements for children not in their database.
- Non-SFA sponsors must collect household income statements to determine eligibility OR sign an MOU with the local SFA to obtain student eligibility data.

Overt Identification – When serving only children eligible for free and reduced price meals, the sponsor must take measures to prevent overt identification.

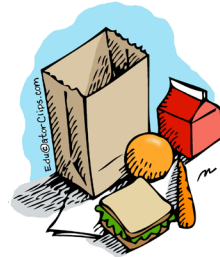


Rural Non-Congregate Meals

Meal Service Requirements

Types and Number of Meal Services Allowed - Eligible sponsors and sites may provide up to two non-congregate meal services, in any combination other than lunch and supper, for any day of the week, in which congregate meal service is not available. This includes weekends.

Distribution for Multiple Days - The number of days worth of meals to be served at one time will be determined on a case-by-case basis, not to exceed 10 days for pick-up sites and 5 days for home delivery.



Rural Non-Congregate Meals



Meal Service Requirements Continued

Meal Service Times – The distribution time must be within the approved meal service time in the SFSP contract.

Meal Pattern Requirements – Meals must meet the meal pattern requirements approved in the SFSP site application. SFAs may use the NSLP/SBP or SFSP meal pattern.

Offer Versus Serve (OVS) – OVS is allowed for SFAs. WI has submitted a request to waive this requirement to USDA for non-school sponsors. Stay tuned!

Special Dietary Needs – Sponsors are required to make the same accommodations are required for congregated sites.



Rural Non-Congregate Meals



Meal Service Requirements

Bulk food items – are allowed to the extent that the bulk items require minimal preparation by the child. Sponsors electing this option must ensure that:

- Required food components for each reimbursable meal are served.
- All food items that contribute to a reimbursable meal are clearly identifiable.
- Menus are provided and clearly indicate the food items and portion sizes for each reimbursable meal.
- Food preparation, such as heating or warming, is minimal. Sponsors may offer food items that require further preparation only with State agency and USDA approval.
- The maximum number of reimbursable meals provided to a child does not exceed the number of meals that could be provided over a 5-calendar day period.



Rural Non-Congregate Meals



Accurate Meal Counting

Non-congregate meals must be counted at the point of service, by type, using meal count forms provided by DPI on the [SFSP Materials & Resources](#) page, under the Accurate Meal Counting section or an approved alternate method.

- **One meal type served directly to children, daily:** Use the regular tally meal count form.
- **Multi-day meals served directly to children:** Use the multi-day meal service meal count form.
- **Multi-day meals served to parents/guardians:** Use a sign-up roster to confirm those picking up meals are receiving the correct number of meals for the household and check off when meals are picked up OR use a combination of roster and the multi-day service meal count form.
- **Home Delivery:** Use the home delivery roster that has the number of meals delivered by type to each household or a combination of roster and multi-day meal count form.



Rural Non-Congregate Meals



Civil Rights and Notification to the Community

Notification to the Community – sponsors of open non-congregate sites must make the community aware of the meal sites, dates of operation and times of meal services, including delivery and/or pick-up times. Conditional non-congregate sites are required to notify participants of the availability of free meals and if an income application is needed.

“And Justice for All” (AJFA) Posters - The AJFA poster must be prominently displayed (such as in a window) on all vehicles making door-to-door drop deliveries at homes, and in all pick up facilities and locations providing non-congregate meal service in rural areas

Race and Ethnicity Data Collection – Race and Ethnicity data collection is required for non-congregate sites. Due to the nature of the service, it may not be possible to collect data from participants directly. In that case, completing the Race and Ethnicity Data Form using aggregate data is acceptable.



Rural Non-Congregate Meals

Site Monitoring

Non-congregate sites are required to be monitored by the sponsor, following the same requirements used for congregate sites.

Monitoring	Description	Sites	When
Pre-operational Visits	To determine that the site has the capability and the facilities to provide the meal service planned for the number of children anticipated to be served.	New sites, returning sites that experienced problems the previous year, and existing sites that are new to non-congregate meal service.	Prior to site operation
Site Visits	To ensure that the food service is operating smoothly and that any apparent problems are immediately resolved.	New sites, sites identified as having operational problems the prior year, and sites new to non-congregate meal service.	Within the first 2 weeks of operation
Site Reviews	To determine if the site is meeting all the Program requirements. Monitors must observe a complete meal service from beginning to end, including delivery or preparation of meals, the meal service, and clean up after meals.	Site reviews are required for ALL sites.	Within the first 4 weeks of operation. If completed within the first 2 weeks, the review may count as a site visit.
Follow-up Reviews	To determine if the site has corrected problems identified on a prior visit or review.	All sites where it has been determined that a follow-up review is warranted.	Determined by severity of the problem.

Rural Non-Congregate Meals



Non-Congregate Site Monitoring

Pick-up Models – what to look for?

- Observe meal prep and packaging of the meals to ensure the meal is meeting the meal pattern requirements and that the meals are prepped and held according to standard operating procedures for non-congregate meals.
- Review documentation of production to ensure the meal is fully documented so it can be claimed.
- Observed the set-up of the meal distribution line and meal distribution from start to end for a full review.



Rural Non-Congregate Meals



Non-Congregate Site Monitoring – Pick Up

Things to look for during meal service:

- Have all staff/volunteers been trained?
- Are meals served during the approved meal service time?
- Are meals served directly to children and/or parent/guardians of households that have been verified for participation?
- Are meals provided as planned (components of the meals, multi-day meals)
- Are meals counted at the point of service?
- Are meals provided without discrimination – is the Justice for All poster displayed?
- Are food service staff/volunteers following food safety guidelines, leftover meals handled according to standard operating procedures.



Rural Non-Congregate Meals



Non-Congregate Site Monitoring

Home Delivery– what to look for?

- Observe meal prep and packaging of the meals to ensure the meal is meeting meal pattern requirements and that the meals are prepped and held according to your standard operating procedures for non-congregate meals.
- Review documentation of production to ensure the meal is fully documented so it can be claimed.
- Observed meals being loaded into delivery vehicles.
- Ride along or follow the delivery driver.



Rural Non-Congregate Meals



Non-Congregate Site Monitoring – Home Delivery

Things to look for during meal service:

- Have all staff/volunteers been trained?
- Are meals delivered during the approved meal service time?
- Are meals delivered to households that have consented to meal delivery?
- Are meals provided as planned (components of the meals, multi-day meals)
- Are meals counted at the point of service?
- Are meals provided without discrimination?
- Are food service staff/volunteers following food safety guidelines, leftover meals handled according to standard operating procedures.



Rural Non-Congregate Meals



Program Reimbursement

Site is Rural & Area Eligible

- All meals served to eligible participants (children 18 and under and disabled adults attending a public or private educational program) within the eligible area are reimbursed at the self prep/rural rate of reimbursement.

Site is Rural & Not Area Eligible (Conditional Non-Congregate Site)

- All meals served to eligible participants (children 18 and under and disabled adults attending a public or private educational program) AND that are eligible for free or reduced price school meals are reimbursed at the self-prep/rural rate of reimbursement.



Rural Non-Congregate Meals



Financial Management

The cost of food, non-food supplies, food service labor, transportation of meals, etc., related to non-congregate meal service are allowable SFSP expenses.

Sponsors are required to include these costs within the Non-Profit Food Service Account and maintain expense documentation, just as it is required for congregate meals. Refer to the [Financial Management](#) resource for more information.

Unallowable costs include, but are not limited to, the cost of meals served to participants that are not eligible for free and reduced price meals at conditional non-congregate sites (i.e., sites that are not area eligible) and meals served to non-program adults.



Rural Non-Congregate Meals



Interested? Next Steps:

1. Contact DPI at sfsp@dpi.wi.gov to set up a time to confirm eligibility and discuss your rural non-congregate meal plans for new RNC sites.
2. Review Rural Non-congregate Checklist
3. Update the SFSP Application to include non-congregate sites.
4. Notify the health dept of all sites, including non-congregate sites.
5. Notify the community of the availability of non-congregate meals and provide instructions to sign-up, if necessary.



Rural Non-Congregate Meals



SFSP Application for Rural Non-Congregate Sites will ask for:

1. Location/Address of non-congregate site.
2. How meals will be distributed: pick-up by children only, pick-up by parent/guardians/children, or home delivery.
3. The process for verifying the number of children in the household for pick-up and how household consent will be obtained for home delivery.
4. The method used to ensure the parents/guardians picking up meals on behalf of their children have been verified.
5. Whether the site will provide congregate meals in addition to non-congregate.
6. How many days' worth of meals will be distributed at one time.
7. How the meal count will be taken.





Rural Non-Congregate Meals

Additional documents to upload at the end of the application:

1. Sample menu and storage and/or preparation instructions
 - Menus must indicate the menu items and planned portion sizes, to demonstrate that meal pattern requirements will be met.
 - Menus must provide a variety of items to ensure Dietary Guidelines have been met.
 - Menu items should require minimal preparation on the part of the participant.



Rural Non-Congregate Meals



Best Practices

1

Provide meals that are easily identifiable to the participants and require minimal preparation.

2

Consider meal quality and storage when deciding on distributing multiple days' worth of meals at one time.

3

Date packaging and provide a deadline for the household to discard the meal items, if applicable.

4

For pick-up sites, consider how meals will be packaged that would allow children to take meals home with them.



Rural Non-Congregate Meals

Best Practices



When developing sign up forms, only ask for the information needed to verify the number of children in a household and for planning for how many meals to prepare.



In very rural areas, consider distribution points from a number of locations to lessen the distance that households must travel to pick up meals.



Let families know of your summer meal plans as early as possible.



Work with other organizations within your community to spread the word about all summer meal opportunities.





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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

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