



Meal Service Requirements

IN THE SUMMER FOOD SERVICE PROGRAM

It is important for the success of the SFSP to serve nutritious meals that meet meal pattern requirements and that are appetizing to children. Careful menu planning is necessary to meet this goal.

Meal Pattern

The meal pattern requirements assure well-balanced meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. The meal patterns establish the minimum portions of the various food components that must be served to each child in order for the participating sponsor to receive reimbursement for each meal. Sample menus and the meal pattern chart can be found in USDA's Nutrition Guidance manual and online at: <https://dpi.wi.gov/community-nutrition/sfsp/market>.

Meal Service Requirements

In addition to serving meals that meet meal pattern requirements, sponsors must comply with the following rules when serving meals at each of their sites:

- Serve the same meal to all children
- Ensure that children eat all meals on site
- Adhere to local health and sanitation regulations
- Ensure all children receive a meal before any child is served a second meal, or before any adult meals are served.
- Make arrangements for inclement weather
- Serve meals on-time

Field Trips during Meal Service Times

Sponsors must notify the DPI of all field trips that affect the time or location of meal service. All meals taken on field trips must meet the same meal pattern requirements in order to be claimed for reimbursement. Production information must be maintained to document the meal pattern requirements have been met. A meal count form must be completed at the point of service, when the meals are distributed to the children.

Taking Food Components Offsite

Sponsors may allow a child to take one fruit, vegetable or grain item offsite for later consumption without prior State agency approval. The fruit, vegetable or grain item taken offsite must be from the child's own meal or from a "share table". Sponsors should only allow this at sites where there are enough staff to monitor this practice.

Number and Type of Meals

Sponsors may serve one or two meals a day at **open, restricted open, and enrolled sites**. Sponsors may choose which combination of meals they would like to serve; however, serving lunch and supper on the same day is not allowed.

ALLOWABLE MEAL COMBINATIONS

Breakfast only	Snack only
Lunch only	Supper only
Lunch and snack	Breakfast and snack
Breakfast and lunch	Supper and snack
Breakfast and supper	Two snacks

With State agency approval, **camp or migrant site** sponsors may serve up to three meals (including snacks) each day. Allowable meal combinations include:

- Breakfast, Lunch, and Supper
- Breakfast, Lunch, and Snack
- Lunch, Supper, and Snack
- Any combination of meals or snacks that is less than the maximum number allowed



Serving Meals Family Style

Serving meals family style can help children develop good eating habits through the personal example provided by supervising adults. Camp and closed enrolled sites offer the best setting for implementing family style meals. Family style meal service should not be used at other types of sites.

If meals at camps or closed enrolled sites are served family style, sponsors must ensure that:

- A sufficient amount of food must be placed on each table to provide the required portions of each of the food components for all children at the table and to accommodate Program adults supervising the meal service, if they eat with the children.
- Children should initially be offered the full required portion of each food component.
- When a child does not initially accept the full required portion of a meal component, it is the responsibility of the supervising adults to actively encourage each child to accept the service of the full required portion for each food component of the meal pattern. For example, if a child initially refuses a food component, or initially does not take the full required portion of a meal component, the supervising adult should offer the food component to the child again.

Serving Local Foods

Serving local foods can improve meal quality and appeal, encourage kids and teens to develop healthy eating habits, and educate them about where their food comes from. Summer is a great time to incorporate the bountiful harvest of fresh fruits, vegetables, and other local foods. Local foods span the entire meal, from fruits and vegetables to dairy, grains, meat, eggs, and beans. To find more information online about serving local foods visit the DPI Farm to Summer website at: <https://dpi.wi.gov/community-nutrition/sfsp/farm-summer>

Dietary Substitutions and Exceptions

Sponsors are required to provide reasonable meal and snack accommodations for children whose disability restricts their diet. The accommodation must be supported by a medical statement, signed by a licensed physician or a licensed health care professional who is authorized to write medical prescriptions under State law. The medical statement must identify the disability, the foods to be omitted, and the foods that can be substituted.

Meal or food substitutions may be made at a sponsor's discretion for a child with a non-disability medical or other special dietary need. Such determinations must be made on a case-by-case basis and must be supported by a medical statement that identifies the medical or special dietary need and which foods should be omitted and foods that should be substituted. This medical statement must also be signed by a recognized medical authority.

Non-Dairy Milk Substitutes - Schools participating in the SFSP and following the National School Lunch Program meal patterns may offer non-dairy milk substitutes to children who cannot consume fluid milk due to a medical or special dietary need that does not rise to the level of a disability. Non-dairy beverages served in lieu of fluid milk must be nutritionally equivalent to milk and provide specific levels of calcium, protein, vitamins A and D, magnesium, phosphorus, potassium, riboflavin, and vitamin B-12. For more information on non-dairy milk substitutions for schools, visit <https://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>.

Offer Versus Serve

Offer versus serve (OVS) is a concept that applies to menu planning and meal service which allows children to decline some of the food offered in a reimbursable breakfast, lunch or supper. OVS is not allowed at snack. The goals of OVS are to simplify Program administration and reduce food waste and costs while maintaining the nutritional integrity of the SFSP meals served. All SFSP sites may use OVS. For breakfast, in addition to the required 3 components, a 4th food item (fruit/vegetable, meat/meat alternate or grains) must be offered. A child must take at least 3 different food items of the 4 food items offered. For lunch and supper, a child must take 3 of the 4 required components from the 5 items offered.

It is important to note that the OVS requirements in SFSP are different from the OVS requirements in NSLP. All non-school sponsors electing to use OVS and schools participating in SFSP and electing to follow the SFSP meal patterns are required to follow the SFSP OVS requirements.

**Check out the SFSP Offer Versus Serve
handout found online at:**

<https://dpi.wi.gov/community-nutrition/sfsp/market>.



SFSP sponsors may be approved, in certain cases, to serve meals that meet the meal pattern requirements of other Child Nutrition Programs. Contact DPI for more information.