

Quick Overview of the SFSP Program

Introduction

Be A Champion, Inc. is an approved sponsor of the Summer Food Service Program known as SFSP. We sponsor sites throughout Texas and are responsible for administration of the program and ensuring program compliance is being followed at all of the sites that we sponsor.

Quick Program Rules

- This program only serves children 18 years of age and younger
- Each child only gets one meal of each meal type, no seconds are allowed.
- All meals must be consumed on site, meals cannot be taken home.
- Meals can only be served during the serve time on record with the State of Texas.
- Attendance must be recorded in real-time, as you observe each child take a complete meal. Child takes a meal, check, next child takes a meal, check, and so forth. Not before, not after, but during.
- All leftover meals must be thrown away. Again, no seconds allowed.

Meal Components (Breakfast, Lunch, Supper, Snack)

Most of our sponsored sites will be serving breakfast and lunch this summer, but a few will instead be serving a supper and a snack.

Lunch and Supper meals components require four components. The four components are:

- Meat/meat alternative
- Grain/Bread
- Vegetable/Fruit
- Milk

Breakfast: requires all of the components listed above except that a meat/meat alternative is not a requirement.

Snack: requires any two of the four components listed above.

Must Take Milk! Our meals are pre-packaged, and include all components inside the package except for the milk. Therefore, you must ensure that children take a milk with a breakfast, lunch, or supper meal. They do not have to drink the milk, but must physically take it.

Share Table: Create a "share table" for children to place the milk or other unwanted items from the meal package. Other children can take items off of the table if they are still hungry. All share table items must be thrown away after the serve time is over.

Discrimination Examples

-All children have a right to receive a meal, and you cannot discriminate when giving out meals. No child should ever be denied a meal unless you simply ran out of meals during service. Don't ever line children up by age, gender, or height, and don't ever tell someone they appear to be older than 18. Simply ask them if they are aware that this program is to serve only those that are 18 years and older. If they say they are aware, and still insist on getting a meal, serve them a meal as you don't want to discriminate on appearance.

Discrimination Procedure- If a child feel discriminated against, you must inform them that they have the right to file a complaint, and direct them to the "And Justice For All" Poster, which explains their options on filing a complaint.

Attendance Forms/Delivery Packing Slip/MPR's

All attendance must be taken on our meal count forms. You will need a new meal count form for each meal type. You must keep your attendance forms in a safe place, along with all delivery paperwork left behind by our food delivery company. A BAC courier will pick up your attendance weekly, or we will set up a FedEx account for your site so that these forms and paperwork can be sent in weekly.

Compliance in one sentence: Serve complete meals to eligible children during the serve time without discrimination, while ensuring that all meals are consumed on site, and that all meals not consumed are thrown away.

Other Notes:

- Eligible sites are those that serve children in low-income areas (50% and above qualify for free and reduced lunch)
- Ensure meals remain cold (40 degrees and below) from delivery through consumption. Only open crates or refrigerator to count meals, and then to serve meals.
- TDA and TDA-contracted meal count verifiers will visit sites this summer. Ensure you follow compliance every day and claim accurate meals counts so that you will have no issues during these visits. Call us immediately to inform us of a visit from TDA.
- Call BAC immediately if your delivery is late or there is a problem with the meals delivered.
- Inform BAC of changes in expected attendance each day (inform us the week before if possible).
- Send an email titled "SFSP Site Name & Date" with the daily meal count numbers in the body of the email to reports@bachamp.org by **1:30pm** daily.
- Make sure the Menu and Civil Rights Poster is posted and accessible during the meal service.
- If a child comes up to get a meal and they look like a child that has already received a meal, do not assume it is the same child. You can ask, "Have you received a meal yet today?"
- Stay at site the entire meal service window unless you run out of meals.
- If you have an outdoor site, make sure there is a contingency place to serve meals in inclement weather and the children are aware of where this area is located.
- BAC Monitors will visit your site. They are there to observe compliance and provide support and training on compliance issues.

Be A Champion, Inc. is an equal opportunity employer and provider.