



Georgia Department of Early Care and Learning

**Nathan Deal**  
*Governor*

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**Bobby Cagle, MSW**  
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**MEMORANDUM**

To: All Summer Food Service Program (SFSP) Sponsors

From: Louis Brienza, Director

Date: February 4, 2011

Re: Meal Disallowances for the Summer Food Service Program (SFSP)

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Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) provides reimbursement to approved sponsoring organizations that provide healthy creditable meals during the summer months when schools are not in session.

Federal Regulations 7 CFR Part 225.16 requires sponsoring organizations to serve meals consistent with the SFSP Meal Pattern requirements at eligible open, restricted open, closed-enrolled, and/or camp sites. In accordance with SFSP federal regulations 7 CFR Part 225.11(e), the following are not eligible for reimbursement: meals that contain non-creditable food components, meals that do not comply with SFSP Meal Pattern requirements, meals that are not supported by required documentation, and meals that do not comply with other federal regulations or guidance and state policies.

Sponsoring organizations that claim ineligible meals and receive reimbursement for ineligible meals will be required to repay all applicable SFSP reimbursement back to Bright from the Start.

Meals that are not reimbursable include, but are not limited to:

- Meals served at an unapproved site, or an ineligible site;
- Meals with missing meal components and/or insufficient serving sizes (note exceptions in 225.16(f));
- Meals not served as a complete unit;
- Meals delivered to a site more than one hour prior to the beginning of the meal service, unless there are holding facilities to ensure adequate temperatures of hot and cold meals;
- Meals prepared or served that are inconsistent with temperatures required by state, local health and safety regulations;
- Meals served outside of approved meal times (note exceptions of residential camps);
- Meals served inconsistent with required time restrictions;
- Meals served for an unapproved meal type;

- Meals claimed in excess of the number of children in attendance at the time of meal service, or meals claimed in excess of the number of maximum meals submitted and approved in the sponsor's application;
- Meals served at open, restricted-open, or closed enrolled sites in excess of the allowed two meals or one meal/one snack per child/eligible adult per day; Meals served at camp and migrant sites in excess of the allowed three meals or two meals and one snack per child/eligible adult per day;
- Meals served to infants one year or younger without prior approval from the state agency;
- Meal consumed offsite, with the exception of fruit or vegetable components;
- Meals served to ineligible children at approved campsites or NYSP programs;
- Meals that were not served;
- Meals that are spoiled or damaged;
- Second meals in excess of 2 percent of the number of first meals served by type during the claiming period;
- Meals served to anyone other than eligible children; and
- More than one meal served to a child at a time.

In accordance with federal regulations 7 CFR Part 225, the SFSP Administrative Guidance Manual, and Bright from the Start training materials and instructions, Sponsors are required to keep full and accurate records to substantiate the number of program meals that are submitted on each claim for reimbursement. To justify claims for reimbursement, sponsors must maintain records that document daily meal counts taken at each site; records of program operating costs (costs related to food and the meal service); records of program administrative costs (costs related to planning/organizing the program) and: records of funds accruing to the program.

Therefore, meals are also ineligible for reimbursement when the following records are not maintained and made available for review at the time of review:

- Point of service meal counts are not taken and documented at the time of meal service;
- Daily, weekly, or monthly meal count records are missing or not made available for review at the time of review;
- Daily, weekly, or monthly menus are inconsistent with menus submitted and approved in the application, and unapproved menus indicate meals or meal components that are inconsistent with SFSP Meal Pattern requirements;
- Missing documentation to support the purchase and serving of sufficient milk for all required meals;
- Annual income applications for closed enrolled sites (when not using area eligibility) or residential camp sites are incomplete, inaccurately classified, missing, or not available for review at the time of review, and
- Annual documentation to support the enrollment of children in National Youth Sports programs, closed-enrolled sites or residential camp sites is missing or not made available at the time of review.

For questions concerning this memorandum, please contact me, Louis Brienza, Director at 404-651-8197, or Falita S. Flowers, Program Manager, at 404-656-6452.