



**Georgia Dept
of Early Care
and Learning**

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Area Memo:
Recordkeeping
Programs SFSP

Meal Disallowances for the Summer Food Service Program (SFSP)

Purpose

The purpose of this memorandum is to provide guidance to sponsors as to meals that are ineligible for SFSP reimbursement.

Legal Authority

7 CFR 225.12; 7 CFR 225.15; 7 CFR 225.16

Program Requirements

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 DECAL approved meal times unless the State agency determines that there was an unanticipated event, outside of the sponsor's control (note exceptions of residential camps);
- Meals served outside of DECAL approved dates of operation, approved days of the week, or meals served in contradiction to meal service operation time periods advised by the sponsor, unless the State agency determines that there was an unanticipated event, outside of the sponsor's control.
- 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;
- Meals consumed offsite, with the exception of (1) a fruit/vegetable or grain component; or (2) those sites approved to serve non-congregate meals in a rural setting;
- Meals served in violation of rural non-congregate meal service requirements (applicable to sites approved to serve non-congregate meals in a rural setting);
- Providing more than the maximum number of reimbursable meals to a child at a non-congregate site, i.e., exceeding the number of meals that could be provided over the calendar day period approved by the State agency;
- Any second meals served as part of a non-congregate meal service;
- Meals claimed at camps and at conditional non-congregate sites for children who do not meet the income eligibility guidelines for free or reduced price meals;
- Meals delivered to a child's home without parental consent;
- Meals delivered to the home of a child who does not meet the eligibility requirements;
- Bulk meals that do comply with requirements;
- Meals served on field trips without having submitted proper and timely notice to DECAL;
- Meals served to ineligible children at approved campsites or NYSP programs;
- Meals that were not served;
- Meals claimed in excess of the number of meals delivered or prepared;

- 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 (for congregate meal service sites);
- Meals served to anyone other than eligible children (exception - parents/guardians at rural non-congregate sites for the purpose of taking meals home to their 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.

Repayment of Ineligible Meals that are Claimed

Sponsors that claim ineligible meals and receive reimbursement for ineligible meals will be required to repay all applicable SFSP reimbursement back to DECAL, as per [DECAL Policy #14 - Sponsors Owning Outstanding Debts to the Summer Food Service Program](#). If there is a review finding resulting in reclaimed meals issued during the summer operating months, DECAL will attempt to recover ("recoup") reclaims from the sponsor's first available claim for reimbursement. If the summer operating months have ended, sponsors must repay funds by submitting a certified check or money order to GA DECAL's Finance Division. Sponsors may, at any time, elect to pay the entire debt owed back to DECAL in one lump sum payment.

Comments

For questions concerning this memorandum, please contact the Policy Administrator at (404) 651-8193.