

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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HANNA SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

MEMORANDUM

TO: Superintendents/Administrators and Food Service Directors of Public, Private and Bureau of Indian Affairs Local Education Agencies

SUBJECT: Seamless Summer Feeding Option - Summer 2011

DATE: February 14, 2011

The Seamless Summer Option (SS) was created to ensure that children in low-income areas are able to continue receiving meals during summer vacations when they do not have access to school lunch or breakfast. This option reduces paperwork and administrative burden, making it easier for schools to feed children from low-income areas during the traditional summer vacation periods, for year round schools, and long school vacation periods (generally periods of 2-3 weeks). The Seamless Summer Option provides good, nutritious food that's "in" when school is "out". The PED's intent is to "*feed as many children as possible*"; therefore, you are encouraged to expand your summer feeding program, or at a minimum, service as many sites and feed as many children as you did during the previous school year in your community.

Why should schools do this?

- Your community needs it; kids still need good food, even when schools is out.
- It's easy, continue the same meal service and claiming procedures used during the regular school year.
- Although the traditional Summer Food Service Program is still available to schools, the Seamless Summer Option offers a streamlined approach to feeding hungry children in your community.

Local Education Agencies (LEAs) can offer summer feeding through the New Mexico Public Education Department (PED), Student Nutrition Bureau (SNB) using the SS Option. This enables the LEAs to operate their summer feeding programs under the same regulations, policies and procedures as required under the National School Lunch Program, School Breakfast Program and the After School Snack Program (NSLP-SBP). The SS Option operated under the Student Nutrition Bureau (SNB) will receive the NSLP-SBP **FREE** reimbursement rate.

Program Guidelines:

- * A campus/feeding site has been defined as a school/district under NSLP-SBP regulations and may include one or more enrolled and/or open summer feeding sites within the attendance zone of that school as determined by the school officials.
- * Meal service sites may be located in a variety of settings where children can be found during summer vacation-such as schools, recreation centers, playgrounds, parks, public swimming pools, churches.
- * All feeding sites must have at least **fifty percent (50%)** of the children eligible for free or reduced-price school meals under the NSLP-SBP. The free and reduced eligible percentages will be determined at the state agency level through the Child Nutrition Program Information Management System (CNPIMS) – Schedule A percentages.
- * A campus/site which does not have at least fifty percent (50%) eligible children may also qualify to participate if it is located in the attendance area of a school with fifty percent (50%) free or reduced-price eligibility. Nutritional standards for meals are the same as for the NSLP-SBP.

Supper meals claimed for reimbursement must meet lunch meal pattern requirements. The *Menu Planning pattern option* currently being used during the regular school year, as approved by the SNB, must be followed by the LEA for summer meals.

- * Participating schools may provide two different meals per day at the same site; a combination consisting of breakfast, lunch, snack, or supper. An LEA may serve lunch OR supper but *not* both.
- * The LEA must ensure that children eat and are **not** claimed for more than two meals per child, per day.
- * Under the SS Option, reimbursement rates will be the same as the current program; FREE rates for lunch, breakfast, and snacks. **These rates will change effective July 01, 2011.**

In order to apply for participation in the Seamless Summer Option, interested LEAs must complete the attached application **no later than April 15, 2011**.

1. All sites must be listed on the Seamless Summer Feeding Sites Form, **Attachment 1**

Complete the Seamless Summer Feeding Sites Form, Attachment 1, listing all information required for any sites; and answer questions #1 and #2 on page 2 of Attachment 1B.

2. Enclosed are the following attachments/forms, for your use, which are required to be Completed when participating in the Seamless Summer Option Program.

Make copies of the applicable attachments/forms and file in a 3-ring notebook. A separate notebook is required for each feeding site for the period that the Seamless Summer Option Program is in operation. The **food production records (FPR)**, **satellite delivery sheet** and **snack forms** are required to be completed on a **daily basis**.

- Attachment 2 & 2A:** FPR - Breakfast & Lunch - Traditional & Enhanced
- Attachment 3 & 3A:** FPR – Breakfast & Lunch - Nutrient Standard
- Attachment 4:** Satellite Delivery Sheet – Traditional/Enhanced
- Attachment 4A:** Satellite Delivery Sheet – Breakfast & Lunch Nutrient Standard/ Assisted Nutrient Standard

3. Conduct an On-Site Monitoring Review of meal counting, claiming and meal pattern compliance within three (3) weeks of operation for all sites that are approved to operate a Seamless Summer Option or that are operated by non-local education agency personnel. **Reference - On-Site Monitoring Review**

Form for the Seamless Summer Option, Attachment 5.

4. Use the **Public Announcement** forms to notify the Public of the Seamless Summer Feeding Program.
Reference - Public Announcement, Seamless Summer Feeding, Attachment 6.

Reimbursement Payments Questions: Please contact Ms. Susan Lucero at (505) 827-3848 or Ms. Valerie Padilla at (505) 827-7353

Transmission Difficulties Questions: Please contact the Data Administrator who is overseeing the Student Nutrition Bureau Child Nutrition Program Nutrition Web at (505) 827-1821.

Important--Reimbursement claims must be submitted via the Nutrition Web by the tenth (10th) of each month. Reimbursement claims not submitted within sixty (60) days shall not be paid without “one-time exception” approval. A “one-time exception” can be granted for *one month only*, once every three years.

Please submit **Attachments 1A and 1B** by **April 15, 2011** to the

Student Nutrition Bureau
120 South Federal Place, Room 105,
Santa Fe, New Mexico 87501

Should you have any questions or require further assistance, please contact the Student Nutrition Bureau at (505) 827-1821.

Sincerely,

Carolann Gutierrez, Director
Student Nutrition Bureau

CG: pm

Enclosures: Attachments

File: SNB Seamless Summer Option Program SY 2010-2011 – Summer 2011