



# SFSP Administrative Handbook

## Table of Contents

### 4. Nutrition Guidance

SFSP Meal Pattern Requirements.....	1
Documenting SFSP Meal Requirements.....	2
Family Style Meals .....	3
A New Way to Teach Healthy Eating Habits .....	3
Requirements for Serving Meals Family Style.....	3

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## SFSP Administrative Handbook

# 4. Nutrition Guidance

The SFSP meal patterns enable sponsors to serve meals that are appealing and are consistent with the Dietary Guidelines for Americans. Sponsors are encouraged to use the [USDA Nutrition Guide for SFSP](#). KSDE also has SFSP meal pattern training available on the KSDE Training Portal, <https://learning.ksde.org>.

## SFSP Meal Pattern Requirements

Schools have the option to continue the National School Lunch Program (NSLP) or School Breakfast Program (SBP) meal pattern used during the school year or use the SFSP meal pattern.

Additional foods may be served particularly to children aged 12-18. All additional foods served must represent meal pattern requirements. Foods not part of the menu pattern (ice cream, desserts, etc.) must be donated or purchased with non-program funds. Where possible the extra foods should be served at times other than mealtimes.

- **SFSP Breakfast** – Each meal must include foods from 3 component groups:
  - Grain/bread: 1 serving
  - Fruit/Vegetable: ½ cup vegetable, fruit, or full-strength juice
  - Milk: 8 oz. milk
- **SFSP Lunch or Supper** – Each meal must include foods from 4 component groups:
  - Meat/meat alternate - 2 oz.
  - Fruit/vegetable - ¾ cup from two different sources
  - Grain/bread - 1 serving
  - Beverage milk - 8 oz. milk
- **SFSP Snack** – Each snack must include two servings representing two different components:
  - Meat/Meat Alternate, Grain or Bread, Fruit/Vegetable, Milk
  - Juice cannot be served when milk is the only other component of a snack.
- **“Offer vs Serve”** – School sponsors may **serve** the full meal (all components) to all participants or may choose to **offer** all components but allow participants to choose a minimal number of components and claim the meal as reimbursable.
  - If “offer” will be used at a SFSP breakfast, an additional bread, fruit/vegetable, or meat/meat alternate item must be offered (offer 4 components). A reimbursable breakfast must contain 3 of the 4 items offered.
  - At lunch or supper, offer 5 food items from 4 component groups and a participant must choose 3 components in order to claim the meal for reimbursement.
  - In “offer” every participant must have the option to choose all components for the meal.
  - Snacks are served only.

Schools participating in SFSP have the option to continue the National School Lunch Program and School Breakfast Program meal pattern. The offer option may be used at breakfast, lunch or supper.

Additional information regarding the foods and quantities of foods needed to meet the requirements of the SFSP meal pattern are available through the Nutrition Guidance for Sponsors and the USDA Food Buying Guide for Child Nutrition Programs available at [www.fns.usda.gov](http://www.fns.usda.gov).

## Documenting SFSP Meal Requirements

- Maintain daily point of service counts as follows:
  - Open, Enrolled and NYSP sites may use the [Daily Meal Count Form](#).
  - Residential and Camp sites may use the [Enrollment Roster](#).
- The [Food Production Record](#) may be used to document that each meal met nutrition requirements for the number served.
  - Larger amounts of foods may be planned for older children.
  - Prior authorization must be obtained from KSDE to serve smaller quantities of foods to children less than six years of age and/or to serve children under age one.
- Meal service times and time between meal services should be established with consideration of the needs of the children. 225.16(c) was revised to remove all existing meal service time restrictions.
- Meals claimed as breakfast must be served at or close to the beginning of the day and cannot be served after a lunch or supper (225.16(c)(2)).
- For all sites (except residential camps) a minimum of one hour must elapse between the end of one meal service and the beginning of another.
- Adults may not eat any portion of a child's meal. The SFSP is a child nutrition program. If a sponsor chooses to serve adults, the cost of the adult meal must cover all costs of food, preparation, and service. No reimbursement funds may be used to pay adult meal costs.
- All food must be consumed on-site. Exceptions:
  - All field trip requests must be received by KSDE Prior to a field trip in order for meals to be claimed for reimbursement. Sponsors may email KSDE with the following information: Sponsor Name, Sponsor Number, Date of Field Trip(s), Site(s) Participating, and Field Trip destination. Point of Service meal counts must be kept for the field trip.
  - Permission to take food off-site – sponsors determine that children can take one item from the site – that item must be from the child's own meal service or the share table and must be a fruit, vegetable, or grain only.
- Production should plan for one meal per child per food service period. Because of the uncertainty of attendance at "open" sites, occasionally there will be leftover food.
  - Sponsors may be reimbursed for a limited number of second meals to children. This is helpful in situations where excess meals have been delivered to a site and will not be able to be held for service another day. The total number of seconds reimbursed will be 2% of first meals.
  - All alternatives permitted by Program regulations and State and local health and sanitation codes should be exhausted before discarding food. Options may include using leftovers in subsequent meal services, offering "sharing tables" or transferring food to other sites. Where it is not feasible to reuse leftovers, excess food may be donated to a non-profit organization, such as a food bank, homeless shelter, or other nonprofit charitable organizations.

## Family Style Meals

Only camps and closed enrolled summer sites have the option of serving meals family style because these settings provide a stable environment. Summer Meal Programs provide nutritious meals to children and help children develop healthy eating habits. Serving meals family-style support these goals by allowing children and Program staff to eat together, creating a relaxing eating environment, and promoting healthy eating habits and attitudes toward food.

Additional information about Family Style Meals can be found at <https://www.fns.usda.gov/cn/meal-service-requirements-summer-meal-programs-questions-and-answers-revised>

## A New Way to Teach Healthy Eating Habits

All the foods needed to meet the meal pattern requirements are placed in serving plates or bowls on a table for children to serve themselves. The National Academy of Medicine (formerly the Institute of Medicine) recommends serving meals family style because it creates a healthful eating environment that is responsive to children's hunger and fullness cues.

- Children learn and practice social and motor skills such as taking turns; sharing; and passing, pouring, and scooping foods.
- Children may choose to take smaller portions of food and know they can take seconds if they want.
- Children are encouraged to try new foods by seeing other children and Program staff eating them.
- Program staff become good role models for children by sitting at the same table, eating the same meal as the children, and providing assistance as needed.
- Children and Program staff can enjoy pleasant conversation with each other in a friendly, supportive family-like environment.

## Requirements for Serving Meals Family Style

- 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 any Program staff eating with the children.
- Children must be allowed to select food components and the size of the initial serving. Children should initially be offered the full required portion of each food component.
- When a child does not initially take the full required portion of a food component, it is the Program staff's responsibility to actively encourage the child to accept the full required portion of each food component. For example, if a child initially refuses a food component, or initially does not take the full required portion of a food component, Program staff should offer the food component to the child again.