



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: 2013 Summer Food Service Program (SFSP) Sponsors
FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education
DATE: July 26, 2013
SUBJECT: **Operational Memorandum #11-13 – SFSP**
Site Caps in the Summer Food Service Program (SFSP)

The purpose of this memorandum is to clarify the regulatory requirements regarding the enforcement of site caps in the SFSP. State agencies administering the SFSP are required to set limits on the number of meals a site may serve to children for meal reimbursement. This limit is referred to as the “site cap”.

Site caps are required for vended sites by SFSP regulations [7 CFR §225.6(d)(2)]. A sponsor may not claim reimbursement for meals served to children at any site in excess of the approved level of meal service if one has been established [7 CFR §225.9(f)]. Therefore, a sponsor may not claim reimbursement for meals served to children at any vended site in excess of the cap.

Site caps are also required for self-preparation sites by SFSP regulations [7 CFR §225.6(d)(1)(iii)]. When evaluating a proposed food service site, the State agency must ensure that the site is approved to serve no more than the number of children for which its facilities are adequate. This implies that a limit must be placed on a site, prior to being approved. The site cap of a self-preparation site, therefore, is based on the capacity of the site to prepare and distribute meals.

The State-sponsor agreement should indicate site caps for every site and expectations for making adjustments to the limits. The terms of the agreement would guide when to disallow meals in relation to meal claims above the approved limit and determine when meals should be disallowed. For all sites, the cap must be based on the capacity of the site to prepare, obtain, and/or distribute meals as well as the number of children for which its facilities are adequate. Once a cap is established for any site, a sponsor must not claim reimbursement for meals served to children at the site in excess of the cap.

This requirement is not meant to act as a restriction in the SFSP, but rather as protection for sites and sponsors. The purpose of a site cap is to ensure that a site does not purchase and/or produce meals outside the capability of the site and the need of the community, thereby reducing waste. However, it is sometimes difficult for a State agency to accurately assess capability and need of a site. For example, open sites, which provide meals for any children that come on site, may attract more children than originally anticipated. In such circumstances, if the site can demonstrate, to the satisfaction of the State agency, that the site cap should be increased, it may be approved by the State agency.

Questions pertaining to this memorandum may be directed to Fionnuala Brown at 860-807-2129 or fionnuala.brown@ct.gov.

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Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition Web site at the following link: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333792>.