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March 1, 2011

MEMORANDUM

SFSP-2011-07

TO: Summer Food Service Program (SFSP) Sponsors

FROM: Karen L. Vogel, RD, SNS
Nutrition Programs Consultant

A handwritten signature in blue ink that reads "Karen L. Vogel".

SUBJECT: Menus

All SFSP sponsors must submit menus for their programs at least one week before the first day of meal service. The date for submission of menus will be included in the SFSP application approval letter. Menus must cover a two week period at a minimum and must follow the SFSP meal pattern guidelines. Portion sizes must be printed on the menus. Sponsors will not receive reimbursement for meals served prior to submission of the SFSP menu to the State Agency. Sponsors will be notified by email if menu corrections are needed before the menu can go into effect.

If a menu is significantly changed during the approved dates of operation, sponsors must submit a copy of the new menu to the State Agency. Sponsors will be notified by email if menu corrections are needed.

SFSP meal pattern guidelines can be found in the **Food Buying Guide for Child Nutrition Programs, page I-25.**

Menus can be submitted with the SFSP application.

For questions, please contact Karen Vogel, Nutrition Programs Consultant, at 702-486-7902.

KV/tk