

OSPI Summer Food Service Program (SFSP) Reference Sheet

Field Trips

All meals served and claimed as part of the Summer Food Program (SFSP) must be at approved sites. When meals are taken off-site to feed children during a field trip, the Sponsor must submit a notification to OSPI no later than the night before the field trip occurs for meals to be eligible for reimbursement.

Requirements

- ✓ A [Field Trip Notification](#) must be submitted to OSPI before the field trip occurs and include:
 - Sponsoring organization name
 - Site name
 - SFSP contact name, email and phone number
 - Field trip date
 - Field trip location
 - Meal type served off-site
 - Time of meal service
- ✓ All requirements of the meal pattern must be met for the field trip.
- ✓ A separate meal count form must be maintained for the field trip.
- ✓ Point of service meal count is required.
- ✓ If the planned meal taken on the field trip (i.e., sack lunch) differs from the meal served at the site, a separate menu must be kept.
- ✓ Health and safety standards set by the local and State Health Department must be in compliance with foods safety regulations.

Field Trip Notifications received on or after the date of the field trip will result in meals not being eligible for reimbursable. If changes occur to the planned field trip, Sponsors must revise their submitted field trip notification no later than the night before the field trip date.

Resources:

- ✓ [Summer-Food-Service-Program-Administration-Guide](#)
- ✓ [SFSP Field Trip Notification Survey](#)

