Minnesota Department of Education

Summer Food Service Program – Field Trip Instructions

Summer Food Service Program (SFSP) sponsors must notify the Minnesota Department of Education (MDE)-Food and Nutrition Service (FNS) about upcoming field trips by completing this form and sending it preferably by e-mail no later than 8:00 a.m. the day of the field trip to MDE.SFSPfieldtrips@state.mn.us.

If FNS is not notified prior to a field trip, the meals served are ineligible for reimbursement.

Reminder: Submit the field trip form to the FNS no later than 8:00 a.m. the day of the field trip.
Indicate in the e-mail subject line: *Sponsor ID and Sponsor Name.*

Field Trip Reminders

1. All SFSP regulations continue to apply to all meals served off-site.
2. Have an SFSP trained employee along on field trips to monitor meal service.
3. Serve the required components in the required quantities for each meal, including milk.
4. Keep meals at safe temperatures.
5. Serve meals during the approved serving times or indicate changes on the Field Trip Notification Form.
6. Take a point of service meal count using the Daily Meal Count form. Return form to food service manager to complete Food Production Record.
7. Keep field trip meal counts separate from the site meal count record.
8. “Open” sites must continue to operate as an open site even when a field trip occurs.
9. Submit notifications for the week, month or entire summer if available. Notifications can also be submitted individually as needed.

For questions, contact FNS Applications staff at 651-582-8526 or 1-800-366-8922 (MN Toll-free),
e-mail MDE.SFSPfieldtrips@state.mn.us or fax 651-582-8501.

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Summer Food Service Program - Field Trip Notification Form

Submit form preferably by e-mail to MDE.SFSPfieldtrips@state.mn.us. Indicate in subject line: **Sponsor ID/Name.** Example: **2000010000 John Doe School**. Provide the same information if submitting form by Fax (651-582-8501).

***INDICATE BEGINNING AND ENDING MEAL TIMES AND IF IT IS A CHANGE FROM APPROVED TIMES ON CLiCS SITE APPLICATION. FNS will consider this a notification of a change in meal service. FNS will contact sponsors if any changes are not approved. Keep a copy of this form for your records.**

Date Submitted:	Name of Person Submitting Form:
Sponsor ID:	Sponsor Name:

In notifying MDE about the meals to be taken off-site, the sponsor certifies that all SFSP regulations will continue to apply to all meals served off-site.

Field trip date	Site ID/Name	Location with a *specific street address* where off-site meals will be served	Meal(s) to be served off-site (check)	*Field trip meal service time(s)	Is this a change from the approved time(s)?	Meal service at approved site also?
			☐Breakfast ☐AM ☐PM Snack ☐Lunch ☐Supper		☐Yes ☐No	☐Yes ☐No
			☐Breakfast ☐AM ☐PM Snack ☐Lunch ☐Supper		☐Yes ☐No	☐Yes ☐No
			☐Breakfast ☐AM ☐PM Snack ☐Lunch ☐Supper		☐Yes ☐No	☐Yes ☐No
			☐Breakfast ☐AM ☐PM Snack ☐Lunch ☐Supper		☐Yes ☐No	☐Yes ☐No
			☐Breakfast ☐AM ☐PM Snack ☐Lunch ☐Supper		☐Yes ☐No	☐Yes ☐No