

What is a Site Cap?

Summer Food Service Program (SFSP) regulations require daily limits on the number of meals each approved site may serve to children; this is known as the 'site cap.'

Meals served in excess of the approved site cap cannot be claimed unless a site cap increase is approved by Oregon Department of Education Child Nutrition Programs (ODE CNP) prior to claim submission.



Site Cap Increases

To request a site cap increase:

- Contact your assigned SFSP Child Nutrition Specialist
- Provide ODE CNP with a new site cap and the reason for the increase
- Update the SFSP *Site Information Sheet* in CNPweb to reflect the new site cap
- Maintain documentation to support the need for an increased site cap

Sample Site Cap (CNPweb View)

Meal	Begin Time <i>hh:mm AM</i>	End Time <i>hh:mm AM</i>	Days Meals Served							ADA	CAP	
			M	T	W	T	F	S	S			
(94) Breakfast:	11:30 AM	11:59 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60	200					
Type: (G)	Self-Prep	Style: (H)	Non-Congregate							Shift: (I)	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/> Offer vs Serve?

Establishing Site Caps:

Site caps must be reasonable and approved by ODE CNP. Consider the following when establishing caps:

New Sites:

- Staffing is adequate to oversee meal service
- Site capacity and equipment can accommodate the meal service
- Expected participation is reflective of target population

Renewing Sites:

- No more than 10% increase from the previous year's average daily attendance (ADA) for the site.
- Staffing is adequate to oversee meal service
- Site capacity and equipment can accommodate the meal service
- Expected participation is reflective of target population

Site Cap Increase Justifications

Examples of justification for site cap increases:

- ✓ Participation at site was greater than anticipated
- ✓ Events occurring at site that increase participation
- ✓ Change in site meal service style to increase participation

