



**North Carolina Department of Health and Human Services  
Division of Public Health**  
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Michael F. Easley, Governor

Dempsey Benton, Secretary

**April 1, 2008**

**MEMORANDUM**

**TO: Potential Summer Food Service Sponsors**

**FROM: Cynthia D. Ervin, MBA  
SFSP Coordinator**

**SUBJECT: 2008 Summer Food Service Program Non-unitized Meal Service Request for Vended Sponsors**

The purpose of this memorandum is to bring to your attention to the SFSP regulation, 7 CFR § 225.6(h) (3). 7 CFR § 225.6(h) (3) states that all meals prepared by a Food Service Management Company or a School Food Authority shall be unitized, with or without milk or juice, unless the sponsor submits to the State Agency a request for exceptions to the unitized requirement. These requests shall be submitted to the State Agency in writing in sufficient time for the State Agency to respond prior to the Sponsor's advertising for bids. Further, page 98 of the 2008 SFSP Administrative Guidance for Sponsors, states that unitized meals must be individually portioned, packaged, delivered, and served as a unit. The milk or juice may be packaged and provided separately, but must be served with the meal unit. Other variances of unitized meals can be approved by the State Agency.

Attached is a non-unitized meals waiver request template. Please complete this form and submit it to me before contracting with a FSMC or SFA to furnish food to your sites.

If you have questions, please call Cynthia Ervin at (919) 707-5774.

Attachment



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