

SUMMER FOOD SERVICE PROGRAM

SFSP Orientation for Potential New Sponsors



Resource Guide
September 2023

Summer Food Service Program (SFSP) Program Eligibility

Who is eligible to receive meals?

- Children 18 and younger
- People over age 18 who participate in school programs for people who are mentally or physically disabled

Role of the State Agency

- Signs program agreement with sponsors
- Provides training and technical assistance to sponsors
- Monitors and distributes reimbursements

Who can be a SFSP Sponsor?

- Schools and other local government agencies
- Public or private college or university
- Public or private nonprofit camp
- Faith based organizations
- Other nonprofit community organizations

Eligibility Requirements for Sponsors

- Demonstrate financial and administrative capability
- Not be seriously deficient
- Serve low-income children
- Provide year-round service

Sponsor Responsibility

- Attend mandatory four-part online SFSP training and other workshops
- Locate and recruit eligible sites
- Provide meals that meet meal pattern requirements to approved sites
- Monitor, evaluate and sustain sites
- Hire, train and supervise staff/volunteers
- Competitively procure purchases
- Maintain program documents for three years, plus the current year

Operating as a site

- Work directly with the kids
- Learn how the program operates
- Fewer responsibilities than a sponsor
- Contact SNP (Summer Nutrition Program) or DHS
- Contact a known sponsor

Sites are responsible for ...

- Attending sponsor's continuing education
- Providing meals and supervising children
- Keeping daily meal count records
- Communicating with the sponsor
- Providing activities
- Meal Service - meeting SFSP regulation

Site Types

Open *

- Meals served on a first-come, first-served basis
- Serves all children aged 18 and under
- Meals are reimbursed as School Breakfast Program (SBP) or National School Lunch Program (NSLP) free rates for all children in attendance
- Site must be area eligible

Closed Enrollment

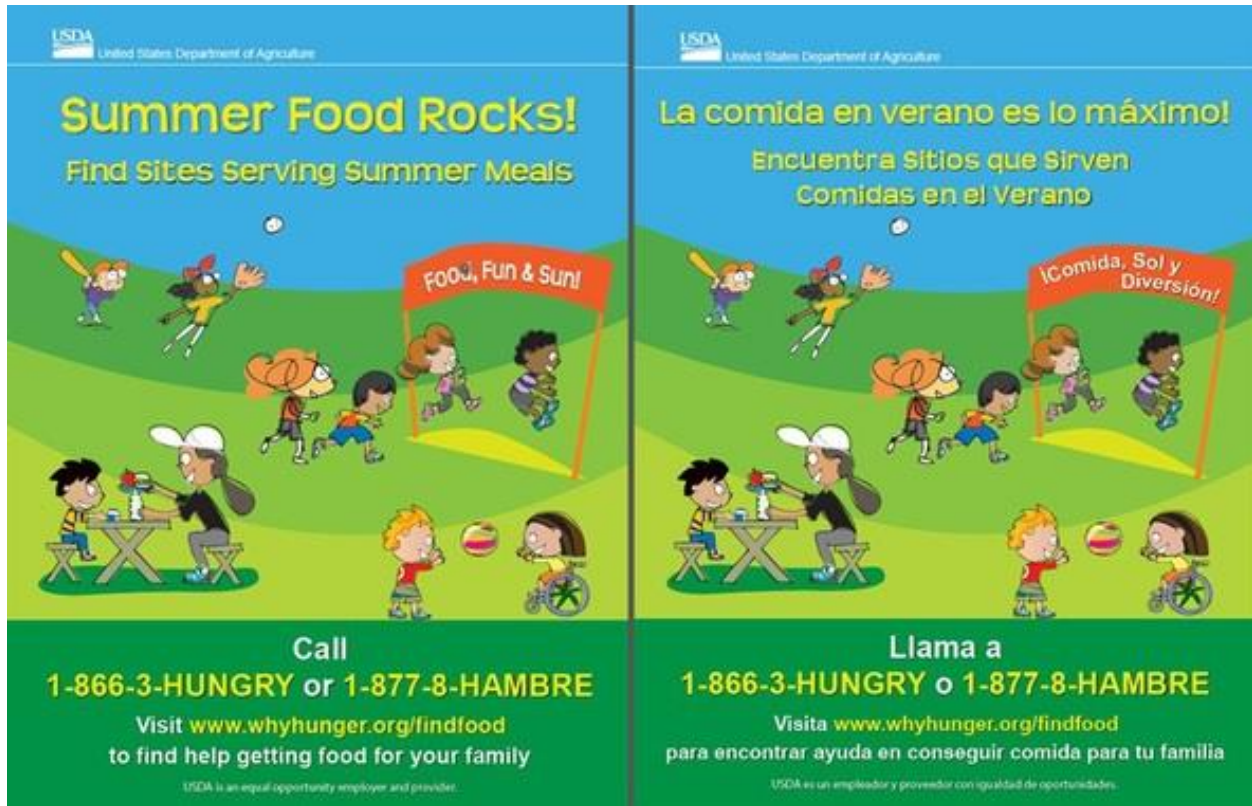
- Serves only an identified group of children through 18 who are participating in a specific group or activity
- Summer school is not a closed enrolled site

Camp

- May be residential or non-residential (day-camp)
- Must offer regularly scheduled food service as part of an organized program for enrolled children
- Area eligibility may not be used to establish camp site eligibility

*Restricted-Open sites operate much in the same way as do open sites, other than restricting attendance for reasons of security, safety, or control.

Summer Food Rocks



<https://www.fns.usda.gov/summerfoodrocks>

<https://summerfoodrocks.org/>

www.whyhunger.org/findfood

SFSP Reimbursement

- Rates are determined annually by the USDA and consist of the Operating Rate plus the Admin Rate.

SFSP 2023 Reimbursement Rates - January 1-December 31

Meal Type	Rural Sites or Self-Prep Sponsors	All other types of sites
Breakfast	\$2.8250	\$2.7725
Lunch/Supper	\$4.9500	\$4.8700
Snack	\$1.1675	\$1.1400

Meal Types

Open and Enrolled sites may be approved to serve:

Breakfast only	Breakfast and lunch	Lunch and snack
Lunch only	Breakfast and supper	Supper and snack
Supper only	Breakfast and snack	Two snacks
Snack only		

- Camps and Migrant sites may serve up to 3 meals a day with State approval and documentation.

Summer Meal Patterns - Reimbursable Meals

Breakfast	Lunch or Supper *	Snack
One serving of milk	One serving of milk	Must contain two food items from different components
One serving of a vegetable or fruit or a full-strength juice	One serving of a vegetable or fruit or a full-strength juice	Juice cannot be served when milk is served as the only other component
One serving of grain	One serving of grain	
A meat/meat alternate is optional	One serving of meat/meat alternate	

* Lunch/Supper–Two vegetables/fruits cannot be served if they are the same type

How do I get started?

- Contact SFSP main line phone (615) 313-4749 or email tnsfp.dhs@tn.gov
- Apply for a Data Universal Numbering System (DUNS) number
- Obtain a Federal Employer Identification Number (FEIN)
- Name of Organization
- Type of Organization
- Your name and title within the organization
- Organization's address
- The email address associated with your organization
- Phone number
- Register at sam.gov

Unique Entity ID (DUNS Number no longer exists)

- Twelve (12)-character alphanumeric number
- Used to track how federal money is allocated
- Apply at SAM.gov
 - <https://sam.gov/content/entity-registration>
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration

Federal Employer Identification Number (FEIN)

Unique 9-digit number assigned by the IRS to business entities operating in the United States for the purpose of identification. The issuance of a FEIN to a non-profit organization is separate and distinct from the organization obtaining tax-exempt status from the IRS <https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

System for Award Management (SAM) www.Sam.gov

- Register to do business with the government
- Update or renew your entity registration
- Check the status of an entity registration
- Search for entity registration and exclusion records

SFSP Contact Information:

Summer Food Service Program (SFSP)
Tennessee Department of Human Services
James K. Polk Building - 15th Floor
505 Deadrick Street
Nashville, TN 37243

Email: TNSFSP.DHS@tn.gov

Phone: (615) 313-4749

Resources:**Tennessee Summer Food Service Program:**

<https://www.tn.gov/humanservices/children/dhs-nutrition-programs/learn-about-the-summer-food-service-program.html>

Mandatory Annual Online Training Modules: Four-Part Series

<https://www.tn.gov/humanservices/children/dhs-nutrition-programs/learn-about-the-summer-food-service-program/sfsp-sponsor-resources.html>

Summer Food Service Program Handbooks

<https://www.fns.usda.gov/sfsp/program-operator>

USDA- Food and Nutrition Service: Summer Food Service Program:

<https://www.fns.usda.gov/sfsp/program-operator>



USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington,
D.C. 20250-9410;
- (2) **fax:**
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**
Program.Intake@usda.gov.

This institution is an equal opportunity provider.



Declaración de No Discriminación del USDA

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

- (1) **correo:**
U.S. Department of Agriculture Office of the
Assistant Secretary for Civil Rights 1400
Independence Avenue, SW Washington, D.C.
20250-9410;
- (2) **fax:**
(833) 256-1665 o (202) 690-7442; o
- (3) **correo electrónico:**
Program.Intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.



Warbixinta Takoor La'aanta USDA

Si waafaqsan sharciga xuquuqda madaniga ah ee federaalka iyo Maraykanka. Waaxda Beeraha (USDA) shuruucda xuquuqda madaniga ah iyo xeerarka, USDA, Wakaaladaheeda, xafiisyada, iyo shaqaalaha, iyo hay'adaha ka qayb galaya ama maamulaya barnaamijyada USDA waxaa laga mamnuucay ku takooria ku salaysan isirka, midabka, asalka wadaka, galmada, naafanimada, da,da, ka aarsiga ama aargoosiga hawl xuquuq madani oo hore barnaamij kasta ama hawl ay qabatay ama maalgelisay USDA.

Dadka naafada ah ee u baahan qaab kale oo wada xidhiidh oo macluumaadka barnaamijka ah (tusaale, Farta qoraalka indhoolaha, daabacaad wayn, cajal maqal ah, Luqadda Dhegoolaha ee Maraykanka, iwm), waxaa inuu la soo xidhaadhaa Wakaalada (Gobol ama degmo) halka ay ka soo codsadeen dheefaha. Dadka dhegoolaha ah, maqalku ku adagyahay ama leh naafo hadalka ah waxay kala soo xidhiidhi karaan USDA Is gaadhsiinta Federaalka ee Dadka Nafada ah lambarkan (800) 877-8339. Intaa waxa dheer, macluumaadka barnaamijka waxaa lagu heli karaa luqaddo kale.

Si loo soo gudbiyo takoorka barnaamijka cabashada, buuxi Foomka Cabashada Takoortka Barnaamijka USDA, (AD-3027), ee onlayn laga helo How to File a Complaint, iyo xafiis kasta oo USDA, ama qor warqad ku socot aUSDA oo ku bixi waraaqda dhammaan macluumaadka lagu codsaday foomka. si aad u codsato nuqul foomka cabashada ah, soo wac (866) 632-9992. U soo gudbi foomkaaga la buuxiyay ama warqadda USDA addoo adeegsanaya:

- (1) boosta: Maraykanka. Waaxda beeraha
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) iimaylka: program.intake@usda.gov.

Hay'dani waa adeeg bixiyaha fursadda loo simanyahay

Oktoobar 14, 2015

تصريح وزارة الزراعة الامريكية لعدم التمييز

وفقا لقانون الحقوق المدنية الإتحادي وتوجيهات وسياسات الحقوق المدنية لوزارة الزراعة الامريكية (يو أس دي أي) (USDA)، يحضر على الـ USDA ووكالاتها ومكاتبها، وموظفيها ومؤسساتها المشاركة في، أو المديرية لـ، برامج الـ USDA ان تميز بناء على العرق، لون البشرة، القومية، الجنس، المذهب العقائدي، الإعاقة، العمر، المعتقدات السياسية، أو الثأر أو الإنتقام بسبب نشاط حقوق مدنية سابق في أي برنامج او نشاط يداران أو يمولان من قبل الـ USDA.

يتوجب على الاشخاص المعاقين المحتاجين الى وسائل إتصال بديلة لمعلومات البرنامج (مثلا، لغة بريل، أحرف كبيرة الحجم،التسجيل الصوتي، لغة الاشارات الامريكية، الخ) ان يتصلوا بالوكالة في (الولاية او المحلية) حيث يقدموا للحصول على المنافع. يمكن للاشخاص الطرش او المعانين من صعوبة في السمع او المعانين من اعاقات في الكلام الإتصال بالـ USDA عبر الإتصال بخدمة المرحل الاتحادية على هاتف 877-8339 (800). إضافة الى ذلك، يمكن توفير معلومات البرامج بلغات أخرى.

لغرض رفع شكوى برنامج ضد التمييز، أكمل ملاً [طلب شكوى التمييز من برنامج الـ USDA](#)، المرقم (AD-3027) والذي يمكن تنزيله من الانترنت على الرابط: [How to File a Complaint](#) وفي اي مكتب للـ USDA او بكتابة رسالة معنونة الى الـ USDA وزود في الرسالة جميع المعلومات المطلوبة في الطلب. لطلب نسخة من طلب الشكوى، اتصلوا على هاتف 9992-632 (866). قدم طلبك المكتمل او رسالتك الى الـ USDA عبر:

(1) البريد: وزارة الزراعة الامريكية

مكتب مساعد الوزير للحقوق المدنية

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

(2) بالفاكس: على هاتف 7442-690 (202)؛ أو

(3) البريد الإلكتروني: program.intake@usda.gov

هذه المؤسسة توفر التكافؤ في الفرص