

Summer Food Service Program

Sponsor Training Part 1: Eligibility and Site Selection



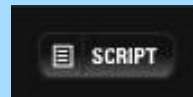
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SFSP Sponsor Training Part 1: Eligibility and Site Selection

This online training contains audio narration. Please adjust the volume on your speakers or headsets to the desired level before continuing.



To read the script with the narration, click on the “script” icon in the lower right-hand corner.



Helpful Information

- **SFSP Administrative Guidance Manual and attachments**
- **Training PowerPoint**

Summer Food Service Program

- Offer nutritious meals and snacks to low-income children
- Brings Federal dollars into communities
- You are the link that translates this Federal benefit into nutritious meals and snacks for children

Training Topics

- **Sponsor Eligibility**
- **Sponsor Responsibilities**
- **Participant Eligibility**
- **Site Eligibility**
- **Evaluating and Selecting Sites**

Sponsor Eligibility

- **Public or private non-profit school food authority;**
- **Public or private non-profit college or university;**
- **Public or private non-profit residential camp;**
- **Unit of local, county, municipal, State, or Federal Government;**
- **Any other type of private non-profit organization.**



All private non-profit organizations, excluding churches, must have documentation showing tax exempt status.

(7 CFR 225.14(b), (c), and (d))

Sponsor Responsibilities

- **Demonstrate Financial and Administrative Capability**
- **Not be Seriously Deficient**
- **Serve Low-Income Children**
- **Conduct a Nonprofit Food Service**
- **Provide Year- Round Service**
- **Exercise Management Control Over Sites**
- **Conduct Pre-Operational Visits**
- **Sign Written Agreement**

(7 CFR 225.14)

Participant Eligibility

Children age 18 and under

A person 19 years of age and over

- Has a mental or physical disability AND
- Participates during the school year in a public or private non-profit school program.

Pregnant women (in certain circumstances)

- Age 18 and under AND
- Receive Early Head Start services AND
- Eligible to receive school meals through NSLP or another child nutrition program.

Site Eligibility

A site is the physical location where program meals are served and consumed in a supervised setting.

Site Types:

- **Open**
- **Restricted open**
- **Camps**
- **Closed enrolled**
- **Migrant**
- **National Youth Sports Program (NYSP)**

(7 CFR 225.6(c)(2) and (3))

Site Eligibility

The following sites are able to serve up to 2 meals per day:

- **Open**
- **Restricted Open**
- **Enrolled**

The following sites are able to serve up to 3 meals per day:

- **Migrant**
- **Camp**

Open Site

- Located in an area where at least 50% of the children are eligible for free or reduced-price school meals.
- Reimbursed for all attending children.

Restricted Open Site

- Community on a first-come, first-serve basis.
- Sponsor may limit attendance for reasons of security, safety or control due to staff (and other) limitations.
- Reimbursed for all attending children.

Eligibility Documentation

- School Data
- Census Block Group Data

Closed Enrolled

- **Serves only an identified group of children in a specific program or activity.**
- **Site is not open to the community at large.**
- **Reimbursed for all children in attendance when at least half are eligible for free or reduced-price meals.**

Eligibility Documentation

- **Income eligibility applications accurately completed-and at least 50% of enrollees are eligible for free and reduced price school meals.**
- **Sponsor may obtain list of names and eligibility of enrolled children for free or reduced-priced meals from schools where children receives school lunch or breakfast.**
- **Use “area” eligibility data or census data for the location of the site to show at least 50% of the area households meet the income eligibility guidelines.**

Camps

- **Residential sites must offer regular schedule of food service as part of the program; non-residential day camp sites must offer continuous scheduled cultural or recreational program between meal service.**
- **Reimbursed only for children meeting free or reduced-price school meals.**

Eligibility Documentation

- **Income eligibility applications.**

Migrant Site

- **May be located in needy or non-needy area.**
- **Must serve primarily children of migrant families, but may serve to other children as well.**
- **Reimbursed for all children served.**

Eligibility Documentation

- **Migrant organization certifies that the site serves migrant children.**

OR

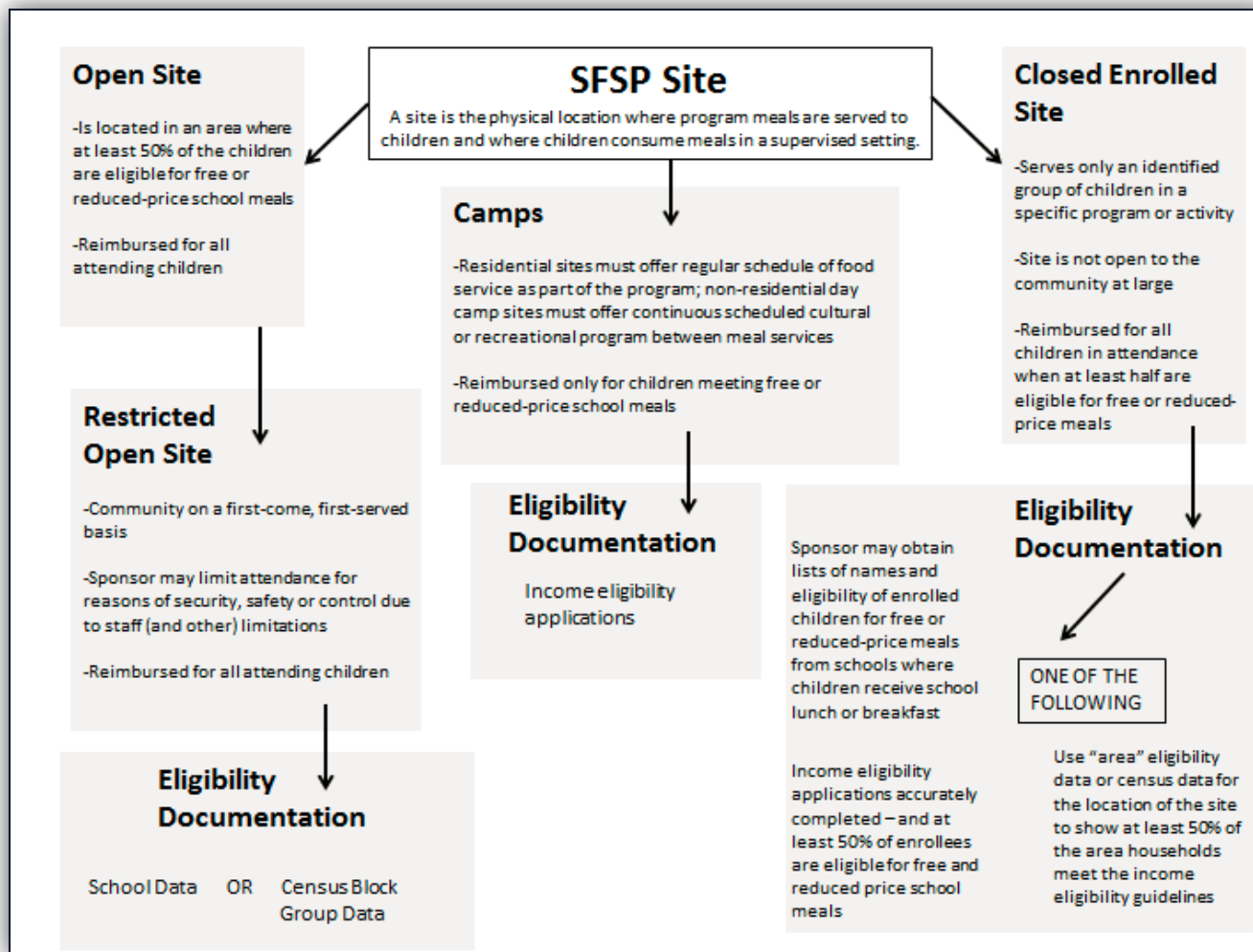
- **If other children are served, the migrant organization certifies that the site primarily serves migrant children.**

National Youth Sports Program (NYSP)

- **Reimbursed only for meals served to campers who have been individually determined to be eligible for free or reduced-price school meals.**

Eligibility Documentation

- **50 percent of the children enrolled reside in geographical areas where poor economic conditions exist.**
- **50 percent of the children enrolled meet the income eligibility guidelines for free or reduced-price school meals.**
- **Sponsor provides written certification that it meets DHHS income guidelines.**



Evaluating Areas & Selecting Sites

Operating Limitations

- The Healthy, Hungry-Free Kids Act of 2010 removed limits on the number of sites that private nonprofit organizations may operate.

Sponsor/Site Agreement

- Helpful when sites are not affiliated with your organization.
- Agreement lists specific responsibilities of the site supervisor for the food service program.

Pre-operational Requirements

- Site visit prior to operation required for new sites & sites that have had problems and/or change in personnel.
- Health and Sanitation.

Evaluating Areas & Selecting Sites

Evaluating an area

- Ask parks and recreation about their summer programs.
- Contact youth organizations, including YMCAs, YWCAs, Boys & Girls Clubs, and scout troops about their summer plans.
- Contact faith-based organizations about summer activities.
- Consider other areas (housing complexes, community centers, rural trailer parks, etc.) where children congregate and look for ways to bring meals to the them.
- Contact your local food bank or pantry to ask about opportunities to partner in the community.
- Contact local parent groups to determine the level of parental support.

Frequency of Site Eligibility Determinations

- **Sponsors of sites determined to be area eligible based upon school and census data are only required to submit documentation every five years.**
- **Sponsors using other data sources, including household applications, must document site eligibility annually.**

(7 CFR 225.6(c)(3)(i)(B))

Reminders

Re-evaluate your agency's ability to administer the program – effects of possible changes in staffing, financial status, etc.

If agency is willing to offer the program:

- Determine where the areas are in the community that qualify;
- Obtain documentation, if needed to qualify the site(s);
- Meet with other groups/organizations in the community to organize program and determine needs (types of meals needed, when to serve, who will serve, etc);
- Visit the potential sites and complete the Pre-Operational Visit/Site Selection form; and
- Contact the local health department, notifying them of the potential sites.

Thank You!

SFSP Assessment & Evaluation

Credit for this training is determined by your completion of the assessment.



[Click here](#) to take the assessment.

Completing the training assessment is mandatory!