

**Toolkit for Faith-Based and Community
Organizations:**

**Supporting the
Summer Food Service Program (SFSP)**

Summer Food Service Program (SFSP)

The Summer Food Service Program (SFSP) provides nutritious meals to children during long school vacations. Millions of children depend on free or reduced-price school breakfasts and lunches when school is in session, but suffer an increased risk of hunger and developmental decline during the summer months.

As community leaders, you probably know that children who miss school breakfast and lunch are more likely to be sick, tardy or absent. These children also score lower on achievement tests and are more likely to be disruptive or inattentive in class. Learning does not end when school lets out; neither does the need for nutritious meals. With your assistance, the SFSP can help children have safe and productive summers, continue their physical and social development, and return to school ready to learn.

What is the SFSP?

The SFSP reimburses sponsors for meals served to children 18 years of age and under at approved feeding sites, such as schools and community centers, in low-income areas.

Administered nationally by the U.S. Department of Agriculture (USDA) and at the state level by a State agency, the Program is operated locally by sponsors. Sponsors receive payments from USDA, through their state administering agency, for meals they serve at approved feeding sites and for certain administrative costs.

Who can sponsor the SFSP?

Local government agencies, school districts, camps and private non-profit organizations can sponsor the Program. Both faith-based and community organizations are eligible to participate in the SFSP as private non-profit organizations.

What are the responsibilities of an SFSP sponsor?

SFSP sponsors are responsible for the administrative and financial management of the summer food program. As a sponsor, you will:

- attend program training provided by your state agency,
- identify eligible sites,
- hire, train, and supervise staff,
- arrange for meals to be prepared or delivered,
- monitor your sites, and
- prepare claims for reimbursement.

Where does the Program operate?

The physical location where you serve SFSP meals during a supervised time period is called a “feeding site.” All sites must be approved by the State agency. Examples of feeding sites include:

- city parks that are open to all children who come together to play basketball or soccer, or engage in any educational or recreational activity;
- community centers where children enroll to participate in arts and crafts, mentoring/tutoring and other enrichment programs; and
- camps where meals are offered as part of an organized program for enrolled children.

Who can receive meals at an approved feeding site?

All children 18 years of age or under are eligible to receive free meals and snacks at sites located:

- in areas where at least half of the children are eligible for free or reduced-price school meals; or
- where children enroll in an activity program and at least half of the children are eligible for free or reduced-price meals.

At camps, only meals served to children who are eligible for free or reduced price meals are reimbursed. Additionally, meals and snacks may be served at any approved site to persons, over 18 years of age, with mental or physical disabilities.

How many meals can participants receive each day?

Typically, the SFSP provides two meals per child, each day. Generally speaking, a program can serve breakfast and lunch, or breakfast and supper, but not lunch and supper. A snack may be served in place of a meal.

Camps and sites that primarily serve the children of migrant workers, may serve up to three meals per child each day. This includes any combination of meals.

How does a faith-based or community organization apply to be a program sponsor?

All private nonprofit organizations, including faith-based and community organizations, should contact the administering State agency to complete the application provided by the agency.

How are faith-based and community organizations reimbursed for the meals served?

Faith-based and community organizations document the meals that they serve and submit this information to the State agency each month. Organizations are

reimbursed for meals that they serve based on established rates for administrative and operating costs.

Can a faith-based or community organization sponsor the SFSP if it does not have meal preparation facilities?

Yes. Many private nonprofit organizations, including faith-based and community organizations, sponsor the Program and operate feeding sites by contracting for meal preparation by vendors such as schools. If your organization is interested in this arrangement, contact the State agency, or a meal service vendor.

What sort of meal must be served?

Meals must be served as a complete package and must include minimum quantities of required types of foods. Lunch and one other meal or snack may be served. At most sites, children receive either one or two meals each day. Camps and sites that primarily serve migrant children may be approved to serve up to three meals to each child, each day.

Can a faith-based or community organization operate a feeding site, but not sponsor the Program or prepare meals?

Yes. Many private nonprofit organizations, including faith-based and community organizations, want to operate feeding sites or supervise recreational or enrichment programs, but don't have the ability to manage at a higher level. Sponsors welcome the participation of such organizations, even on a limited basis. If your organization is interested in this arrangement, contact the State agency, or a local Program sponsor.

When operating a feeding site, you will:

- attend program training provided by your sponsor,
- supervise activities and meal service at your site,
- distribute meals according to SFSP guidelines,
- maintain daily records of meals served,
- store and handle food properly, and
- keep the site clean and sanitary.

Can a faith-based or community organization simply prepare and sell meals to sites?

Yes. Organizations with kitchens and food service staff, including schools, commercial companies, and faith-based or community organizations, can participate in SFSP as vendors. Instead of administering or supervising a feeding site, a vendor sells prepared meals through a contract with an approved SFSP sponsor.

As a vendor, you will:

- register with the state agency, if required,

- meet appropriate health and sanitation standards,
- prepare meals meeting federal nutritional guidelines,
- deliver meals on schedule,
- keep delivery records, and
- fulfill the terms of the agreement or contract.

Are there any special provisions relating to private nonprofit organizations?

Private nonprofit organizations, including faith-based and community organizations, can only:

- operate a maximum of 25 feeding sites, and
- serve 300 children at each site (500 children may be served at a site if approved by the State agency).

What’s the next step?

Contact your State agency or the appropriate USDA Regional Office listed here:

State Contacts

Alabama Department of Education Phone: (334) 242-1988 http://cnp.alsde.edu/	District of Columbia State Agency Services Phone: (202) 727-6436
Alaska Department of Education Phone: (907) 465-8708 www.eed.state.ak.us/tls/cns/	Florida Department of Education Phone: (850) 488-7256 www.fldoe.org/FNM/summerfood/
Arizona State Department of Education Phone: (602) 542-8709 www.ade.az.gov/health-safety/cnp	Georgia Bright from the Start Department of Early Care and Learning Phone: 404-651-8197 www.dec.state.ga.us/
Arkansas Department of Human Services Phone: (501) 682-8869 www.state.ar.us/dhs/sgChildcare.html	Guam Department of Education Phone: (671) 475-6400
California Department of Education Phone: (916) 323-7311 www.cde.ca.gov/sl/nu/cc/	Hawaii Department of Education Phone: (808) 587-3600 http://ohcnpk12.hi.us/
Colorado Department of Education Phone: (303) 866-6661 www.cde.state.co.us/cdenutritran/nutrisummer.htm	Idaho Department of Education Phone: (208) 332-6825 www.sde.state.id.us/child
Connecticut Department of Education Phone: 860-807-2071 www.state.ct.us/sde/deps/nutrition/	Illinois State Board of Education Phone: (217) 782-2491 www.isbe.net/nutrition/htmls/summer.htm
Delaware Department of Education Phone: (302) 739-4676 www.doe.k12.de.us/programs/nutrition	Indiana Department of Education Phone: (317) 232-0850 www.ideanet.doe.state.in.us/food/summer/welcome.html

Iowa Department of Education Phone: (515) 281-4757 http://www.iowa.gov/educate/content/blogcategory/59/904	Nevada Department of Education Phone: (775) 687-9119 www.doe.nv.gov
Kansas State Department of Education Phone: (785) 296-2276 www.kn-eat.org/HomePage/Kneathome.htm	New Hampshire Department of Education Phone: (603) 271-3860 www.ed.state.nh.us/education/doe/organization/programsupport/bnps.htm
Kentucky Department of Education Phone: (502) 564-5625	New Jersey State Department of Agriculture Phone: (609) 984-0692 www.state.nj.us/agriculture/division/fn/
Louisiana Department of Education Phone: (225) 342-3720 www.doe.state.la.us/lde/nutrition/459.html	New Mexico Children Youth & Families Department Phone: (505) 827-9961
Maine Department of Education Phone: (207) 624-6843 www.maine.gov/education/sfs/index.htm	New York State Education Department Phone: (518) 473-8781 http://portal.nysed.gov/
Maryland Department of Education Phone: (410) 767-0199 www.msde.state.md.us/programs/foodandnutrition	North Carolina Health & Human Services Section Phone: (919) 707-5799 www.nutritionnc.com/snp/sfsp.htm
Massachusetts Department of Education Phone: (781) 338-6479 www.doe.mass.edu/cnp/nprograms	North Dakota Department of Public Instruction Phone: (701) 328-2294 or 1-888-338-3663 www.dpi.state.nd.us/child/sfsp/index.shtm
Michigan Department of Education Phone: 517-373-8642 www.michigan.gov/mde/	Ohio Department of Education Phone: (614) 466-2945 www.ode.state.oh.us/
Minnesota Department of Education Phone: (651) 582-8397 or 800-366-8922 http://education.state.mn.us/MDE/Learning_Support/FNS/index.html	Oklahoma Department of Education Phone: (405) 521-3327 www.sde.state.ok.us/pro/nut.html
Mississippi State Department of Education Phone: (601) 354-7015 www.cn.mde.k12.ms.us/	Oregon Department of Education Phone: (503) 947-5888 www.ode.state.or.us/
Missouri Department of Health & Senior Services Phone: (573) 751-6269 or 1-888-435-1464 www.dhss.mo.gov/sfsp	Pennsylvania Department of Education Phone: (717) 787-7698 www.pde.state.pa.us/food_nutrition/cwp/
Montana Office of Public Instruction Phone: (406) 444-2502 www.opi.state.mt.us/SchoolFood/Summer.html	Puerto Rico Department of Education Phone: (787) 754-0790 http://de.gobierno.pr/dePortal/Inicio/Inicio.aspx
Nebraska State Department of Education Phone: (402) 471-2488 www.nde.state.ne.us/NS/sfsp/index.htm	Rhode Island Department of Education Phone: (401) 222-4600 ext. 2364 www.ridoe.net/Finance/Nutrition/

<p>South Carolina Department of Social Services Phone: (803) 898-0971 www.healthyhelpings.org/summer_food.htm</p>	<p>Virginia USDA, Mid-Atlantic Regional Office Phone: (609) 259-5050 or 1-800-448-USDA www.fns.usda.gov/cnd/summer/</p>
<p>South Dakota Department of Education Phone: (605) 773-4746 http://doe.sd.gov/sitemap.asp</p>	<p>Washington Superintendent of Public Instruction Phone: (360) 725-6200 www.k12.wa.us/ChildNutrition/</p>
<p>Tennessee Department of Human Services Phone: (615) 313-4749 www.state.tn.us/humanserv/programs.htm</p>	<p>West Virginia Department of Education Phone: (304) 558-4856 http://wvde.state.wv.us/directory/office/Office+of+Child+nutrition</p>
<p>Texas Department of Human Services Phone: (512) 420-2506 www.dhs.state.tx.us/programs/snp/sfsp/Index.html</p>	<p>Wisconsin Department of Public Instruction Phone: (608) 267-9123 www.dpi.state.wi.us/dpi/dfm/fns/</p>
<p>Utah State Office of Education Phone: (801) 538-7680 www.usoe.k12.ut.us/cnp/</p>	<p>Wyoming Department of Education Phone: (307) 777-6262 http://www.k12.wy.us/hs.asp</p>
<p>Vermont Department of Education Phone: (802) 828-5154 www.state.vt.us/educ/nutrition/summer_food/sfsp.htm</p>	
<p>Virgin Islands Department of Education Phone: (340) 774-9373</p>	

FNS Regional Office Contacts

<p>Northeast: CT, ME, MA, NH, NY, RI, VT Mr. John Magnarelli, Director Child Nutrition Programs Northeast Regional Office Food and Nutrition Service, USDA 10 Causeway Street, Room 501 Boston, MA 02222-1069 Telephone: 617-565-6370 Fax: 617-565-6472</p>	<p>Mid-Atlantic: DE, DC, MD, NJ, PA, PR, VA, VI, WV Mr. James Harmon, Director Child Nutrition Programs Mid-Atlantic Regional Office Food and Nutrition Service, USDA Mercer Corporate Park 300 Corporate Blvd. Robbinsville, NJ 08691-1598 Telephone: 609-259-5050 Fax: 609-259-5128</p>
<p>Southeast: AL, FL, GA, KY, MS, NC, SC, TN Ms. Lanna Kirk, Director Child Nutrition Programs Southeast Regional Office Food and Nutrition Service, USDA 61 Forsyth Street SW, Room 8T36 Atlanta, GA 30303-3415 Telephone: 404-562-7099 Fax: 404-527-4513</p>	<p>Midwest: IL, IN, MI, MN, OH, WI Ms. Elvira Jarka, Director Child Nutrition Programs Midwest Regional Office Food and Nutrition Service, USDA 77 West Jackson Blvd., 20th Floor Chicago, IL 60604-3507 Telephone: 312-353-6664 Fax: 312-353-4108</p>

<p>Southwest: AR, LA, NM, OK, TX Ms. Betty Veasley, Director Child Nutrition Programs Southwest Regional Office Food and Nutrition Service, USDA 1100 Commerce St., Room 5-A-6 Dallas, TX 75242-9980 Telephone: 214-290-9814 Fax: 214-767-5522</p>	<p>Mountain Plains: CO, IA, KS, MO, MT, NE, ND, SD, WY, UT Ms. Darlene Sanchez, Director Child Nutrition Programs Mountain Plains Regional Office Food and Nutrition Service, USDA 1244 Speer Blvd. Suite 903 Denver, CO 80204-3581 Telephone: 303-844-0359 Fax: 303-844-2234</p>
<p>Western: AK, American Samoa, AZ, CA, GU, HI, ID, NV, OR, WA, Commonwealth of the N. Mariana Islands Mr. Jesus Mendoza, Director Child Nutrition Programs Western Regional Office Food and Nutrition Service, USDA 550 Kearny Street, Room 400 San Francisco, CA 94108-2518 Telephone: 415-705-2229 Fax: 415-705-1364</p>	

You may also request SFSP information by writing to CACFP/SummerSection@fns.usda.gov or learn more about the Program by visiting <http://www.fns.usda.gov/cnd/summer/>.

Everyone Wins With Summer Food!

Low-income children have nutritious meals and organized activities.
Low-income parents stretch food dollars and have healthy recreation for their children.
The private nonprofit organization receives Federal money to carry out the program.
Food service workers have summer employment.