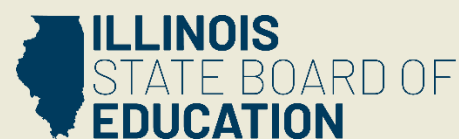


# SUMMER FOOD SERVICE PROGRAM

USDA CHILD NUTRITION PROGRAM



## Q. WHAT IS A SITE?

**A.** A site is the physical location, which has been approved by the Illinois State Board of Education, where SFSP meals are served during a supervised time period. Meal service sites may be located in a variety of settings, including schools, playgrounds, parks, camps, or housing projects to name a few.

## Q. HOW IS A SITE APPROVED?

**A.** A site can be approved by meeting site eligibility through school data (free and reduced-price meal eligibility listing), census block group data, or possibly through individual income applications.

## Q. HOW ARE SFSP MEALS PREPARED?

**A.** A sponsor may prepare its own meals, purchase meals through an agreement with an area school, or contract for meals with a food service management company (vendor).

## Q. HOW DOES SFSP WORK?

**A.** SFSP is a federally funded program that reimburses approved sponsors for nutritious meals served at a site to low-income children during the summer months or vacation breaks while school is NOT in session.

## Q. HOW MANY MEALS CAN BE REIMBURSED?

**A.** A sponsor can be reimbursed for up to two meals or one meal and one snack daily to children age 18 and under.

## Q. WHO CAN BE A SPONSOR?

**A.** Sponsors must be organizations that are fully capable of managing a nonprofit food service program. Eligible organizations include school food authorities; units of local, municipal, county, or state government; camps; colleges; or any other private nonprofit organizations with a 501(c)3 status.

For additional information, please contact the Illinois State Board of Education at 800-545-7892 or send an email to [summermeals@isbe.net](mailto:summermeals@isbe.net).

You can also visit the [ISBE Summer Food Service Program webpage](#).



## A SPONSOR'S RESPONSIBILITIES

A sponsor's responsibilities include, but are not limited to:

- Complete the state agency's training.
- Decide how the meals will be prepared (self-prep or vended).
- Confirm that menus meet federal guidelines for components and portion size.
- Create a recordkeeping system for meal count sheets and for maintaining expense records.
- Send a letter to the local health department notifying it of the Summer Food Service Program.
- Complete a policy statement/announcement and send to local media for publication.
- Hire and train staff.
- Document each site's eligibility.
- Perform monitoring duties at sites (pre-visit, first week visit, and a four-week review).
- Enter online information (sponsor application, site application(s), and budget) by June 15.
- Enter field trip dates via the online system.
- Display the "And Justice for All" poster in a prominent place in the dining area and in the administrative offices.
- Continue to check the [ISBE Summer Food Service Program webpage](#) for announcements and resources.
- File monthly claims online (site claims and a sponsor claim).



## TIPS FOR RUNNING A SUCCESSFUL SUMMER FOOD SERVICE PROGRAM

The following are some suggestions for implementing an efficient and successful SFSP program.

- Conduct a survey to make certain there is enough interest among families in the community.
- Market the program by displaying posters and/or distributing flyers in a school or at a public business.
- Insert notices into community bulletins and newsletters.
- Work with the media to include a story/announcement in the local paper or community TV station.
- Partner with community organizations for resources, volunteers, donations, and publicity.
- Take time to train your staff thoroughly.
- Include plenty of activities to encourage attendance.
- Hold a summer food "kickoff" event and invite the press.
- Utilize as many volunteers as possible to help at each site.
- Consider obtaining a small portion of the food items through a local food bank.
- Offer incentives for a child's attendance — drawings for a donated item, such as a bicycle, or tickets to a ballgame, etc.
- Explore opportunities through other grants to help fund the program's activities.

Please the [ISBE Summer Food Service Program webpage](#).

This webpage is filled with a wealth of information and resources to answer many of your questions. Take advantage of the handbooks, brochures, flyers, and/or videos to share the details of this program with your community.