

# SUMMER FOOD SERVICE PROGRAM

USDA CHILD NUTRITION PROGRAM



## Q. WHAT IS A SITE?

**A.** A site is the physical location, approved by the state agency (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 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 non-profit 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 [cnp@isbe.net](mailto:cnp@isbe.net)**

**You can also visit our website at <http://www.isbe.net/sfsp>**



## 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 record keeping system for meal count sheets and for maintaining expense records
  - Send a letter to the local health department notifying them 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-op visit, first week visit, and a four week review)
  - Enter on-line application by June 15 (sponsor application, site application(s), and budget)
  - Enter field trip dates thru the on-line system
  - Display the *And Justice For All* poster in a prominent place in the feeding area and in the administrative offices
  - Continue to check the SFSP website for announcements and resources
  - File monthly claims on-line (site claims and a sponsor claim)
- 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 "kick-off" 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



## TIPS FOR RUNNING A SUCCESSFUL SUMMER FOOD SERVICE PROGRAM

**Please visit our website at:**

**<https://www.isbe.net/Pages/Summer-Food-Service-Program.aspx>**

**This website 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.**