

Potential Summer Food Service Program Sponsor Information



What is the SFSP?

- ❖ Federally funded program
- ❖ Provides free, nutritious meals to low income children 18 years old and younger
- ❖ Operates when school is not in session



Main Players



State

- ❖ Sign agreements with sponsors
- ❖ Provide training to sponsors
- ❖ Monitor & distribute reimbursement

Sponsor

- ❖ Administer the program
- ❖ Train site staff
- ❖ Report to the state

Site

- ❖ Feed and supervise children
- ❖ Provide activities

Eligibility Requirements for Sponsors

- ❖ Demonstrate financial & administrative capability
- ❖ Not be seriously deficient
- ❖ Serve low-income children
- ❖ Conduct a non-profit food service
- ❖ Provide year-round service
- ❖ Exercise management control over sites
- ❖ Meets state and local health, safety, and sanitation standards
- ❖ Must have a DUNS number and a current registration with SAM.gov



Some Questions To Ask Before You Get Started:

- ❖ Is there a need in my community?
- ❖ Where else are summer meals served?
- ❖ Can our facility accommodate this?
- ❖ What are some of the programs my organization may already operate in the summer? (Reading programs, leadership programs, recreational programs.)



Be Prepared To Tell Us:

- ❖ What type of organization you are
- ❖ What year round services does your organization provide
- ❖ Where you plan to feed children
- ❖ How you have identified a needy population of children
- ❖ Where are you preparing the meal service
- ❖ Who will be your Administrative and Operational staff
- ❖ How you will track allowable SFSP costs and expenditures using SFSP funds



Sponsor Application

- ❖ SED will mail an application to your organization
- ❖ New potential sponsors must submit an application to the State agency before the agency's deadline of May 1st
- ❖ SED has 30 days to process a COMPLETE application
- ❖ If the application is incomplete SED will notify the applicant within 15 days, SED will offer an opportunity to submit the missing information within a set timeframe
- ❖ SED will conduct a preapproval visit to the sponsor's feeding sites
- ❖ If approved, SED will mail you a Single Permanent Agreement to sign and return
- ❖ The Single Permanent Agreement is a legal and binding document that outlines the rights and responsibilities of both the sponsor and the State



Sponsor Responsibilities

- ❖ Attend the State agency's training
- ❖ Locate and recruit eligible sites
- ❖ Hire, train, and supervise staff and volunteers
- ❖ Competitively procure food to be prepared or a Food Service Management Company for meals to be delivered
- ❖ Monitor all sites
- ❖ Prepare and file claims for reimbursement
- ❖ Ensure that the sites meet the needs of the community
- ❖ Maintain all program documents for 3 years, plus the current year



Cannot Participate If

- ❖ Seriously Deficient
- ❖ Outstanding corrective action
- ❖ Outstanding claims
- ❖ Summer school ONLY
- ❖ Late submissions
- ❖ Bankrupt
- ❖ You do not have a 501(c)3 or Certificate of Incorporation if you're non-profit
- ❖ Do not have proper state and local permits



Site Eligibility

- ❖ Sites are the actual locations where meals are served to children in a congregate, supervised setting.
- ❖ Eligible sites are those that serve children in low income areas or those that serve specific groups of low income children.
- ❖ Sponsors are required to provide documentation that the proposed site(s) meet income eligibility criteria .
- ❖ There are three common types of sites:
 1. Open Site
 2. Closed Enrolled Site
 3. Camps-residential and nonresidential



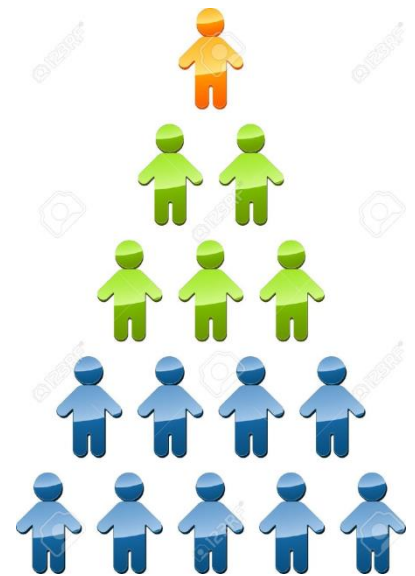
Meal Preparation Options

- ❖ Before SED approves an SFSP sponsor, the sponsor will need to indicate the method they will use to provide meals to children
 - **Sponsor meal preparation:** Sponsor prepares meals at each site location or at a central kitchen
 - **Purchasing meals from schools:** Sponsor may enter into a noncompetitive agreement and purchase meals from a school food authority
 - **Purchasing meals from a food service management company (FSMC):** Sponsor may competitively solicit and award a contract with a FSMC or with a school to obtain their meals
 - Click [here](#) for a guide to choosing the right vendor



Hierarchy of Sponsoring Organizations

- ❖ The regulations state there is a priority system for applicants who want to operate sites in the same area
- ❖ The hierarchy of sponsoring organizations is as follows:
 1. Public or nonprofit public school authority
 2. Public agencies or private nonprofit organizations with successful program performance
 3. New Public agencies
 4. New private nonprofit organizations



Is This Program Right For You?

- ❖ Contact the SFSP office at 518-486-1086
 - ❖ Tell us about your organization and location.
 - ❖ If we determine you may be eligible to operate as a Sponsor and there is a need in your area, we will sign you up for our annual Sponsor Training.
 - ❖ If there is already a Sponsor providing meals to children in your area, we will provide you their contact information so you can request to be a site and receive meals from them.
 - ❖ For more information visit our website at:

http://portal.nysed.gov/portal/page/portal/CNKCSFSP_pp

