

## Potential Summer Food Service Program Sponsor Information



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Professional Development Credit Hours = .75

## 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



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## Main Players



State	<ul style="list-style-type: none"> <li>❖ Sign agreements with sponsors</li> <li>❖ Provide training to sponsors</li> <li>❖ Monitor &amp; distribute reimbursement</li> </ul>
Sponsor	<ul style="list-style-type: none"> <li>❖ Administer the program</li> <li>❖ Train site staff</li> <li>❖ Report to the state</li> </ul>
Site	<ul style="list-style-type: none"> <li>❖ Feed and supervise children</li> <li>❖ Provide activities</li> </ul>

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## 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



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## 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.)



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## 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



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## 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 1<sup>st</sup>
- ❖ 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



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## 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



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## 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



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## 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



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## 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



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## 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



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## 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/CNKC/SFSP\\_pp](http://portal.nysed.gov/portal/page/portal/CNKC/SFSP_pp)



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