

	Main Players	Who Are     The Main     Players
	State	<ul> <li>Sign agreements with sponsors</li> <li>Provide training to sponsors</li> <li>Monitor &amp; distribute reimbursement</li> </ul>
	Sponsor	<ul> <li>Administer the program</li> <li>Train site staff</li> <li>Report to the state</li> </ul>
	Site	<ul><li>Feed and supervise children</li><li>Provide activities</li></ul>
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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.)



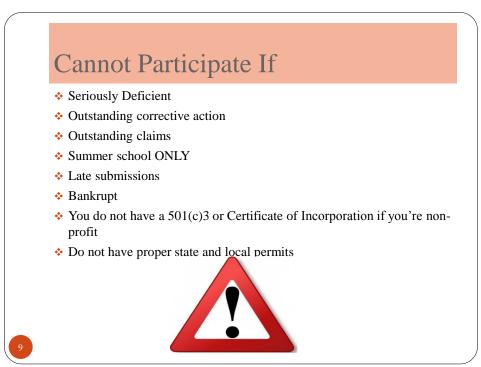


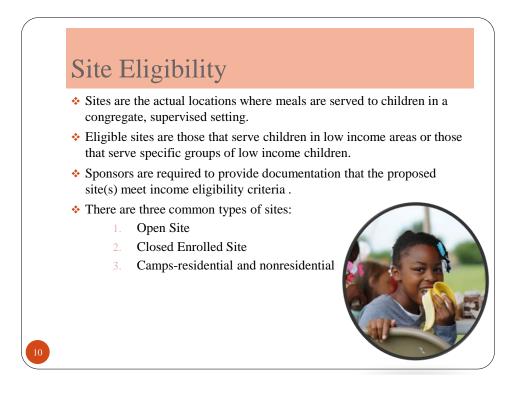


## **Sponsor Application**

- \* 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 Permeant Agreement is a legal and binding docu the rights and responsibilities of both the sponsor and the St







## **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 <u>here</u> for a guide to choosing the right vendor





## 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

