

# Summer Food Service Program (SFSP)

Kentucky Department of Education

Division of School and Community Nutrition

(502) 564-5625

[Division of School and Community Nutrition SFSP Website](#)

## How to Become a Sponsor

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Thank you for your interest in helping to feed children in your community as a sponsor in the Summer Food Service Program (SFSP). The following explains how SFSP works and the role of sponsors and feeding sites as well as the steps to apply to become a sponsor.

### How SFSP Works:

SFSP is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the United States Department of Agriculture (USDA). FNS decides overall program policy and publishes regulations and payment rates. State education agencies administer SFSP in most states however other State Agencies may also be assigned to run the program.

The Kentucky Department of Education, Division of School and Community Nutrition (SCN) approves sponsor applications, conducts training of sponsors, monitors SFSP operations, and processes program payments. Sponsors sign agreements with their State Agencies to run the program.

SFSP reimburses approved sponsors for serving meals that meet Federal nutritional guidelines. Sponsors receive payments from USDA, through SCN, based on the number of meals they serve. All meals are served free to eligible children.

### Role of a Sponsor:

Sponsors are organizations that manage SFSP feeding sites. As a sponsor, you will:

- Attend your State Agency's training
- Locate and recruit eligible sites
- Hire, train, and supervise staff and volunteers
- Arrange for meals to be prepared or delivered
- Monitor your sites
- Prepare claims for reimbursement
- Ensure that your Summer Food project and sites are sustainable through community partnerships, fundraising, and volunteer recruitment.

## Who Can Be a Sponsor?

Sponsors must be organizations that are fully capable of managing a food service program. To be a sponsor, you must follow regulations and be responsible, financially and administratively, for running your program.

The following types of organizations can be sponsors:

- Public or private nonprofit schools
- Units of local, municipal, county, tribal, or State government
- Private nonprofit organizations
- Public or private nonprofit camps
- Public or private nonprofit universities or colleges

## What is a Site?

A site is the physical location, approved by SCN, where you serve SFSP meals during a supervised time period. SFSP meal sites are approved by our office and can be open, closed enrolled, residential camp, Upward Bound, migrant, or National Youth Sports Program (NYSP):

- Open sites operate in low-income areas where at least 50 percent of children residing in the area are eligible for free and reduced-price school meals, based on local school or census data. The meals are served free to any child at the site on a first-come, first-serve basis.
- Closed enrolled sites are established for a specific group of children who enroll in an organized activity program or who do not reside in an eligible low income area. The site becomes eligible for SFSP if at least half of the enrolled children qualify for free and reduced-price meals. Because the site is not open to the community, meals are served free only to enrolled children.
- Camps are sites that offer regularly scheduled food service along with organized activities for enrolled residential or day campers. The camp receives reimbursement only for meals served to enrolled children who qualify for free and reduced-price meals. This includes Upward Bound programs located on college and university settings.
- Migrant sites primarily serve children of migrant workers. The site qualifies by providing appropriate certification from a migrant organization.
- NYSP sites are colleges or universities participating in the National Youth Sports Program. Children must be enrolled in NYSP to participate.

## Who Can Become a Site?

Meal service sites may be located in a variety of settings, including schools, recreation centers, playgrounds, parks, churches, community centers, day camps, residential summer camps, housing projects, and migrant centers, or on Indian reservations.

Some organizations do not have the financial or administrative ability to run the program, but they can supervise a food service for children, along with recreational or enrichment activities, at a site. If you supervise a site, you will:

- Attend your sponsor's training
- Supervise activities and meal service at your site
- Manage volunteers
- Distribute meals by following SFSP guidelines
- Keep daily records of meals served
- Store food appropriately
- Keep the site clean and sanitary
- Help your sponsor promote the program in the community

### **How to Prepare Meals:**

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). If your site has its own kitchen, you may want to prepare meals yourself. If your kitchen is not on the premises, you may still want to prepare your own meals, and then transport them to the site. Meals that you prepare yourself receive a slightly higher rate of reimbursement. You would receive “self-prep” rates, whether you prepare the meals from scratch or purchase the components and assemble the meals yourself.

Many government and private nonprofit sponsors lack the kitchen facilities to prepare meals themselves. In that case, you may arrange to purchase meals from a school or another public or private food supplier with approved meal preparation facilities.

### **How to Apply:**

To apply for the Summer Food Service Program or to learn more about SFSP, contact the Kentucky Department of Education, Division of School and Community Nutrition at (502) 564-5625 and ask to speak to an SFSP consultant about the program. You may also email the SFSP Manager, Mike Sullivan, at [Michael.Sullivan@Education.ky.gov](mailto:Michael.Sullivan@Education.ky.gov)



## ***2015 Summer Food Service Program (SFSP) Training Dates***

<b><u>Date</u></b>	<b><u>Location</u></b>
Tuesday, January 13, 2015	Natural Bridge State Park, Slade, Kentucky
Tuesday, January 27, 2015	Kentucky Dam Village SP, Gilbertsville, Kentucky
Tuesday, February 10, 2015	Baymont Inn, Elizabethtown, Kentucky
Tuesday, February 24, 2015	Capital Tower Plaza, Frankfort, Kentucky

[For more information about the Summer Food Service Program, please click here to visit the Division of School and Community Nutrition SFSP website.](#)