



Summer Food Service Program

Sponsor Tool Kit



The Summer Food Service Program (SFSP) is a federally-funded, state-administered program. The SFSP reimburses providers who serve healthy meals to children and teens in low-income areas at no charge during the summer months when school is not in session.

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Presented by the No Kid Hungry Kentucky committee. The No Kid Hungry Kentucky campaign is a collaborative effort to address the complex issue of childhood hunger by increasing access to federal nutrition programs among Kentucky’s children. Learn more about us at KyKidsEat.org.

This Tool Kit is made possible by generous support from our partners.



Eligibility

SFSP may be implemented in areas that meet the following criteria¹:

- 50 percent or more of the children in a Census Block Group or Census Tract are eligible for free or reduced-price school meals;
- 50 percent or more of the children in the attendance area of a school are eligible for free or reduced-price school meals.
- If you are unable to qualify a site by these criteria, contact the Kentucky Department of Education for more information.

Roles²

State agencies administer the program and communicate with USDA. In Kentucky the state agency is the Kentucky Department of Education.

Sponsors run the program and communicate with the State agency. Schools, local government agencies, camps, faith-based and other non-profit community organizations that have the ability to manage a food service program may be SFSP sponsors.

Sites are places in the community where children receive meals in a safe and supervised environment. Sites may be located in a variety of settings, including schools, parks, community centers, churches, and migrant centers. Sites work directly with sponsors.

Role of the Kentucky Department of Education

As the state agency for Kentucky, the Kentucky Department of Education (KDE) is responsible for

- Providing training and technical assistance to sponsors.
- Ensuring sponsors are providing a nutritious, high quality food service.
- Ensuring all expenditures are allowable and reasonable.
- Implementing appropriate corrective action when needed.

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.

¹http://bestpractices.nokidhungry.org/sites/default/files/resources/USDA%20memo%20on%20census%20data%20and%20area%20eligibility_0.pdf

² <http://www.fns.usda.gov/sites/default/files/sfsp/SFSP-Fact-Sheet.pdf>

Role of a Sponsor

Sponsors are organizations that manage SFSP feeding sites. Sponsors are responsible for

- Attending KDE’s trainings.
- Locating and recruiting eligible sites.
- Hiring, training, and supervising staff and volunteers.
- Arranging for meals to be prepared or delivered.
- Monitoring sites.
- Preparing claims for reimbursement. See the “Budgeted for Success” section on page 5 for information on reimbursement rates.

Who Can Be a Sponsor

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.



Read testimonials from various sponsor types starting on page 8.

What is a Site?³

A site is the physical location, approved of by KDE, where SFSP meals are served during a supervised time period. Meal sites are classified as open, closed enrolled, camp, migrant, or National Youth Sports Program:

- 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.

³ <http://www.fns.usda.gov/sfsp/how-become-sponsor>

- 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.
- Migrant sites primarily serve children of migrant workers. The site qualifies by providing appropriate certification from a migrant organization.
- NYSP College or university participating in the National Youth Sports Program (NYSP). Children must be enrolled in NYSP to participate.

Budgeting for Success⁴

As part of your SFSP budget-planning process, be sure to:

- Obtain and review past financial records.
- Establish long-term program goals.
- Cautiously estimate your expenses.
- Budget your fixed costs first.
- Realistically identify sources of revenues.
- Incorporate all potential sources of revenues.
- Calculate a budget for each month of your SFSP.
- Add each month's budget together to determine a total budget.
- Analyze the budget regularly.



What are Operating Costs?

Operating costs are the direct expenses you incur to “put meals on the table.”

- Processing, transporting, storing and handling food.
- Salaries of cooks, site personnel and other food service workers.
- Utensils, plates, soap and other nonfood supplies.
- Rental of kitchen and food service equipment.
- Maintenance and repair of rented equipment.
- Kitchen utilities.
- Trash removal and clean-up.
- Pest control services.
- Supervising children.

⁴ <http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Budgets.pdf>

- Transporting children to and from rural sites.
- Meals that may be served to SFSP workers and volunteers.

What are Administrative Costs?

Costs you incur for activities related to planning, organizing and administering the program, including the SFSP share of salaries and other allowable expenses incurred for:

- Preparation of the sponsor’s application.
- Establishing sites.
- State and local licensing fees.
- Attending training.
- Hiring and training of SFSP staff.
- Procurement of meals.
- Site monitoring.
- Processing of claims for reimbursement.

Reimbursement rates:

Per meal rates in whole or fractions of U.S. dollars	Rural or self-prep sites	All other types of sites
Breakfast	2.1325	2.0925
Lunch or Supper	3.7450	3.6850
Snack	0.8875	0.8650

**Reimbursement rate is combination of operating and administrative costs for 2016.*

Meal Pattern Requirements⁵

Meal designation is based upon components, not upon time of day or specific recipes. For example, “breakfast” doesn’t have to occur before noon, and it doesn’t have to include traditional breakfast foods like eggs, cereal, or biscuits.

Breakfast Meal Pattern

Select All Three Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
1 fruit/vegetable	1/2 cup	juice (1), and/or vegetable
1 grains/bread (2)	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains

Lunch or Supper Meal Pattern

Select All Four Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
2 fruits/vegetables	3/4 cup	juice (1), fruit and/or vegetable
1 grains/bread (2)	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains
1 meat/meat alternate	2 oz.	lean meat or poultry or fish (3) or
	2 oz.	alternate protein product or
	2 oz.	cheese or
	1 large	egg or
	1/2 cup	cooked dry beans or peas or
	4 Tbsp.	peanut or other nut or seed butter or
	1 oz.	nuts and/or seeds (4) or
	8 oz.	yogurt (4)

Snack (Supplement) Meal Pattern

Select Two of the Four Components for a Reimbursable Snack

1 milk	1 cup	fluid milk
1 fruit/vegetable	3/4 cup	juice (1), fruit and/or vegetable
1 grains/bread (2)	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains
1 meat/meat alternate	1 oz.	lean meat or poultry or fish (3) or
	1 oz.	alternate protein product or
	1 oz.	cheese or
	1/2 large	egg or
	1/4 cup	cooked dry beans or peas or
	2 Tbsp.	peanut or other nut or seed butter or
	1 oz.	nuts and/or seeds or
	4 oz.	yogurt (4)

⁵ <http://www.doe.k12.de.us/Page/1267>

Food Bank as Sponsor Model - Testimony from Dare to Care Food Bank⁶

The SFSP program has been instrumental in helping us increase the number of meals we produce each summer. In 2004 we became a sponsor of a handful of sites and have now grown to 24 locations.

We run a commercial kitchen that produces 1,200+ hot meals a day, 5 days a week for our sites. Without reimbursement money we would be spending a lot more time on fundraising, would have partnered with fewer sites and the quality of our meals would have suffered. We feel like the reimbursement allows us to offer very nutritious foods like fresh fruits and vegetables.

If you watch costs you can provide a great meal at little or no out of pocket costs. For supper meals, our average food costs were \$2.00 per meal; total cost of the meal including labor and administration was on average \$3.50 – reimbursement rates were \$3.58 per meal. A sample meal would be orange glazed chicken thigh with green beans, fresh pineapple, whole grain roll and shelf-stable milk.

One of the tricky areas where you can begin to lose money is with the meals that you supply that are not served. (For instance a site tells you they expect 100 children and only 90 show up, there are 10 meals that aren't reimbursable) So, while we were spending just at what we were getting reimbursed, we weren't getting reimbursed for 100% of the meals we were producing. We serve an average between 87-90% of the meals we produce. As time goes on we have done better with this, but it still is something that we have to watch. To make up for this amount of meals that aren't reimbursed, we seek donations from the community.

Since we have started utilizing SFSP (and CACFP), we have grown our number of sites from 12 to 24 and have almost tripled the number of meals that we serve! Having these funds has been crucial to our growth.

We were able to develop a partnership with the Louisville Parks Department because we provided SFSP meals. About 8 years ago we had a rocky partnership with them that left both parties unenthusiastic to work together again. But, the city got a SOS grant to offer SFSP meals and the fact that we were producing quality meals for that program enticed them to partner with us once again. Now, we work with 10 of their locations year-round and are about to add another site next month!

We highly recommend being involved in SFSP. The staff at the Department of Education are great at training, listening, responding timely and working to get more meals out to those in need. They will support you however they can. The program does come with work, but the tradeoff for better quality meals is very worth it.

⁶ <http://daretocare.org/>

Health Department as Partner Model - Allen County Health Department

Allen County's Health Department was involved with SFSP in 2015. A representative from the Maternal Child Health program, Carolyn Richey, collaborated with the public school system and the local police station to play a supportive, educational role. The public school system served as the sponsor and prepared the meals. The meals were delivered to the police station site. Carolyn Richey brought water and snacks such as apples for the kids to take home with them. The water and snacks were bought with petty cash and were not funded by SFSP, so the kids were able to take the food with them when they left. While the kids were eating, Carolyn discussed the nutrients and the health benefits in the meals the kids were eating that day. If kids walked or rode their bikes to the police station, she talked to them about the health benefits of physical activity and encouraged it. In her words, she provided "simple encouragement for things they were already doing." As Carolyn stated "I have worked 26 years in the health department doing various roles. Summer Feeding Project felt like good public health and good public health nursing."

Public School as Sponsor⁷

Public schools are a natural fit as sponsors for SFSP. They already have the facilities and trained staff to prepare many meals a day. SFSP reimbursement funds can be used to provide a source of income for administrative costs. That means cafeteria workers who stay to help with SFSP during the summer can be reimbursed for their labor.

Public schools often offer summer programming activities like band camps, sports camps, and summer school. This makes estimating the number of meals easier and more accurate, which in turn saves money and prevents food waste. At public schools, there is sometimes a stigma against students who utilize Summer Feeding—they might be seen as poor or taking a handout. However, as students will already be at school participating in other activities, that stigma is unfounded. Particularly because those sorts of activities are often physically or mentally demanding and a nutritious meal is beneficial for all students participating. For schools that don't have summer programming, there are still facilities available that incentivize summer feeding and help dispel social stigma, such as open gym or open track or field.

Aside from incentivizing staff and students, administration are incentivized by the educational benefits of Summer Feeding. Students who experience hunger or food insecurity during the summers feel the effects of "summer slide," which occurs when kids fall behind in reading and math over the summer, more strongly than those who do not.

⁷ This link prompts a PDF download:

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjhkrvDjvDKAhVLKyYKHYearDcMQFggcMAA&url=https%3A%2F%2Fbestpractices.nokidhungry.org%2Fdownload%2Ffile%2Ffid%2F1193&usg=AFQjCNGkBM5KAofCEPVLlsH8_gKSPNpXyQ&sig2=sa0lwb3vZkE4MsvMxr6Z8A&bvm=bv.113943164,d.eWE

Farmers Market as Site Model - Letcher County Farmers Market under Letcher County Schools Sponsor⁸

In 2015 the Letcher County Farmers Market SFSP site distributed meals out of a food booth to children. Meals were available for purchase by adults. Meals were prepared using local meats and produce from growers at the market.

Community Partners:

- Food and Nutrition Director, Letcher County Schools: collaborated with Department of Education, provided logistic support, procured supplies and served food at the market, provided full time staff for the first month of the program and part time staff for the second month.
- Letcher County Health Department: facilitated Farmers Market Temporary Food Service Establishment Permit, conducted training for manager and server training.
- Grow Appalachia Cowan Community Center: paid fees to the Health Department for required certifications; purchased necessary supplies to properly support food booth; contributed to salary for food prep staff.
- Mountain Shrine Club: provided the food booth to be kept at the farmers' market on-site at no charge.
- Mountain Heritage Festival Committee: provided electrical support for the food booth.

How to Set Up Your Own Farmers Market SFSP:

1. Bring all of the stakeholders together to collaborate on the program's implementation. Begin the conversation with the Summer Feeding Site Sponsor. In this case, this was the Letcher County Schools Food Service Director. Become a team.
2. Meet with key members of the community to generate interest in your program.
3. Share the plan and obtain approval and support from the state level.
4. Communicate with your local health department:
 - a. Explain exactly what you want.
 - b. Share your values and why you want to start up the program.
 - c. Build trust with them and make sure they know that they are part of the project as well.
5. Look outside the box for the resources you will need:
 - a. Look for trailers in your community that seem to be unused at the time(s) you will need them and make some phone calls.
 - b. Use social media to identify resources.
 - c. Speak with people in your community and ask them to volunteer to cook and/or serve at your site.

⁸ Text adapted from "Growing A Farmers' Market Summer Feeding Program Site: A Community Farm Alliance Resource Tool" July 2014 by Lara Daniels, Heather Hyden, Valerie Horn, and Hilary Neff, with permission from Valerie Horn.

Resources for more information:

Kentucky Department of Education:

[education.ky.gov/federal/scn/pages/summer-food-service-program-\(sfsp\).aspx](http://education.ky.gov/federal/scn/pages/summer-food-service-program-(sfsp).aspx)

(502) 564-5625

United States Department of Agriculture

fns.usda.gov/sfsp/summer-food-service-program-sfsp

No Kid Hungry Kentucky

KyKidsEat.org

phone number: 859-986-74122

No Kid Hungry - Share Our Strength

Nokidhungry.org

(800) 969-4767

National Summer Learning Association

summerlearning.org

(410) 856-1370

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