

PLANNING YOUR SUMMER FOOD PROGRAM:
EVALUATING AND SELECTING
SPONSORS AND SITES

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OBJECTIVES

- What to look for when selecting program sites
- Operating limitations
- The sponsor/site agreement
- Requirements to meet before opening sites



PRIORITIES

- Local school food authority sponsors
- Government and private non-profit organization sponsors that have successfully operated the SFSP in a prior year
- New government sponsoring organizations
- New private non-profit organization sponsors



EVALUATING AN AREA

Evaluate the needs and resources

Sponsors must

- Decide how many sites they will sponsor during the summer
- Determine how many children they will serve at each site they sponsor
- Select the particular sites where they will serve meals to children, closely examining the circumstances if they plan to have several sites in the same neighborhood



OPERATING IN MULTIPLE STATES

- Organizations may be approved to sponsor SFSP sites located in any State, regardless of whether the sponsor is physically located within the boundaries of the State where the proposed site is located.
- The SA may approve only sites that are located within Oklahoma.



SELECTING SITES

Meal service facilities

Sponsors must

- Ensure that sites are properly equipped with the appropriate facilities and equipment for meal preparation and service for the anticipated number of children
- Ensure that sites will be appropriately staffed, both in quantity and skill level, to utilize available equipment to meet anticipated demands for meal preparation and service
- Check that sites can meet State and local public health standards and have or can obtain any required health department certification. The sanitation or health inspector from the local health department can assist in complying with State and local rules and regulations



SANITATION AND HEALTH STANDARDS

- Sites must maintain proper sanitation and health standards in conformance with all State and local laws and regulations
- Some sites may not be required to meet all State and local health and safety requirements
- Exemption should be documented in writing by State Agency



SELECTING SITES



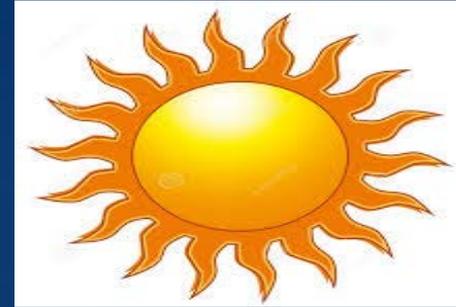
- Mobile feeding model
- Meals delivered to an area using a route with a series of stops at approved sites
- Meal service must take place on approved days and the sponsors must serve reimbursable meals during approved service times



SELECTING SITES

Extreme weather conditions

- Contingency plan for extreme
- weather conditions



2014 Demonstration Project

- Allows service of non-congregate meals at certain outdoor summer meal sites experiencing excessive heat



SELECTING SITES

- Site supervision
- Number of sites
- Unaffiliated sites



SELECTING SITES

Serving capacity

- Site's administrative capabilities
- Physical capacity at each site for serving children
- Number of children living in the area of each site who are likely to participate

Site caps

- May use Fire Marshall site capacity if applicable



SELECTING SITES

Site activities

- Local libraries
- Swimming pools
- Faith-based organizations or churches that offer religious study day camp sessions
- Schools that offer various activities
- Boys and Girls Clubs
- Programs at colleges and universities
- 4-H Clubs
- YMCA's
- National Youth Sports Programs, and
- Year-round public service programs offered in the community



SELECTING SITES

Outreach

Summer Meals Toolkit

- Designed for individuals and organizations interested in serving as summer meal champions in their communities
- Web-based and includes seven “mini-toolkits”

<http://www.fns.usda.gov/sfsp/summer-meals-toolkit/>



PRE-OPERATIONAL REQUIREMENTS

- Notification to Health Department
- Pre-operational site visits
- Sample forms located in the Monitor's Guide



QUESTIONS?

**CONTACT THE STATE AGENCY AT
405-521-3327**



NON-DISCRIMINATION STATEMENT

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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