Summer Food Service Program (SFSP) Training

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PLANNING YOUR SUMMER FOOD SERVICE PROGRAM: ELIGIBILITY

www.sde.ok.gov/sde/summerfood

OBJECTIVES

- How to determine participant eligibility
- How to determine the eligibility of a sponsor
- Types of Summer Food Service Program (SFSP) sites

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PARTICIPANT ELIGIBILITY

Children age 18 and under may receive FREE meals.

A person 19 years of age and over who

has a mental or physical disability and

who participates during the school year

in a public or private nonprofit school

program for the disabled is also eligible to receive FREE meals.

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SPONSOR ELIGIBILITY

Eligible Organizations

- Public or private non-profit school food authority (SFA)
- Public or private non-profit residential camp
- Public or private non-profit college or university participating in the National Youth Sports Program
- A unit of the local, county, municipal, State or Federal Government

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CONTINUED…

Eligible organizations contined…

- Tribal organization/reservations
- Upward Bound Programs
- Migrant Centers
- Any other type of private non-profit organization

Private non-profit sponsors must be tax exempt

SPONSOR RESPONSIBILITIES

Sponsors <u>must</u>

- Demonstrate financial and administrative capability
- Not be seriously deficient
- Serve low-income children
- Conduct a nonprofit food service

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SPONSOR RESPONSIBILITIES

- Provide year-round service
- Exercise management control over sites
- Not delegate below sponsor level
- Conduct pre-operational visits
- Sign written agreements

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SITE ELIGIBILITY

Three Most Common Sites

- Open/Restricted Open
- Camps (residential and nonresidential)
- Closed Enrolled

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SITE ELIGIBILITY - OPEN SITES

<u>Open sites</u>

- Establish site eligibility on "need and openness"
- Serve meals on first-come, first-served basis
- Allow meal service access to all children requesting a meal

<u>Restricted open sites</u>

- Restrict or limit the feeding site's attendance for reasons space, security, safety or control
- Serve meals on first-come, first-served basis but service will be limited

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SITE ELIGIBILITY - CAMPS

- Residential or nonresidential
- Do not have to establish area eligibility
- Collect and maintain individual income eligibility forms
- Reimbursed only for those enrolled children who meet the free and/or reduced price eligibility standards

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SITE ELIGIBILITY-
CLOSED ENROLLED SITES

- Established where
  - An identified group of needy children live in "pocket of poverty"
  - Identified low-income children are transported to a congregate meal site located in an area with less than 50 percent eligible children
  - A program provides recreational, cultural, religious, or other types of organized activities for a specific group of children
  - Open only to enrolled children

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SITE ELIGIBILITY - CLOSED ENROLLED SITES

- Eligibility determined by individual income eligibility or area eligibility

- Area eligibility may only be used if the site is serving children that live in the area in which the site is located

SITE ELIGIBILITY-
FOR PROFIT SITES

For-Profit sites may be approved by the State Agency if the sites:

- Operate under the sponsorship of an eligible public or private nonprofit service institution
- Operate as open sites or restricted open sites
- Located in an area in which at least 50 percent of the children are from households that are eligible for free or reduced priced school meals

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SITE ELIGIBILITY – FOR PROFIT SITES CONTINUED…

- Make meals available to all children in the area and serve meals to children on a first come, first served basis
- Serve all meals at no charge

Enrolled for-profit sites and for-profit camps are not eligible to participate.

SITE ELIGIBILITY-
TRIBAL GOVERNMENTS

- Public entity or local government
- May sponsor SFSP sites if eligibility requirements are met

DOCUMENTING SITE ELIGIBILITY-OPEN AND RESTRICTED OPEN SITES

Two primary sources to determine eligibility

- School data – exception camps
- Census data

School Data

Valid for five years

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DOCUMENTING SITE ELIGIBILITY- OPEN AND RESTRICTED OPEN SITES

- School data
- Busing or school choice policies
- Site eligibility may be determined based on the enrollment or attendance data obtained for:
  - The school the children attend
  - The school the children would have attended

DOCUMENTING SITE ELIGIBILITY- OPEN AND RESTRICTED OPEN SITES

Census Data can be used for Area Eligibility

⟹   most recent data available

⟹   valid for five years

Refer to the FRAC map and USDA Area Eligibility Mapper located on the webpage.

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DOCUMENTING SITE ELIGIBILITY - CAMPS

- Collect Income Eligibility Application for Free and Reduced Meals
- School list of income eligible participants
- Income Eligibility Form found on SFSP website

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DOCUMENTING SITE ELIGIBILITY – CLOSED ENROLLED SITE

- List of eligibility status
- Collect Income Eligibility Application for Free and Reduced-Price Meals
- Area eligibility data for location of the site
- Census data when the site is located outside of an eligible area

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DOCUMENTING SITE ELIGIBILITY- CLOSED ENROLLED SITES

Must Provide to State Agency:

- How they intend to show SFSP Eligibility

- Estimate of total number of children enrolled

- Estimate of the total number of that are documented as free/reduced priced meals

Sponsors of Closed Enrolled Sites that are NOT "Area Eligible"

- Records of the total number of children enrolled

- List of income eligible children provided by the SFA

- The actual eligibility forms for income eligible children

ELIGIBILITY DURATION

- Income eligibility valid for 12 months
- Income Application for Free and Reduced Meals are current and valid until the last day of the month in which the form was dated one year earlier
- School data valid for five years
- Census data valid for five years

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INCOME ELIGIBILITY APPLICATION FREE AND REDUCED-PRICE MEALS FORM

Used to determine the income eligibility of enrolled children for all camps and closed enrolled sites

Includes:

- Household size and income
- Categorical eligibility by SNAP, TANF or FDPIR

Available in foreign languages

http://www.fns.usda.gov/cnd/Application/familyfriendlyapps.html

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COMMUNITY ELIGIBILITY PROVISION (CEP)

- Alternative to collecting Income Eligibility Application for Free and Reduced Meals

- Allows schools and local education agencies with a high percentage of low-income children to offer free meals to all students

- Must still use the individual school data rather than district-wide data for SFSP sites

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AREA ELIGIBILITY-ALTERNATIVE

Area eligibility also may be established by using documentation from other approved sources to demonstrate that 50 percent or more of the children in a defined area are eligible for free or reduced price school meals. Eligibility determinations using approved alternative data also remain in effect for five years.

Approved alternative data sources may include:

- Departments of Human Services
- Zoning Commissions
- USDA's Rural Development Housing Authorities
- Housing and Urban Development (HUD) Housing Authorities
- Local Housing Authorities

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OTHER FORMS OF ELIGIBILITY DOCUMENTATION

- Head Start and Early Head Start
- Categorically eligible for free meals in SFSP
- Acceptable documentation
- Approved Head Start application
- Statement of Head Start enrollment
- List of participants from a Head Start Official

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OTHER INCOME ELIGIBLE PROGRAMS

Upward Bound

- Upward Bound application may be used in lieu of the Confidential Family Application for Free and Reduced Meals

- Participants who are determined eligible for Upward Bound based on criteria other than income must complete an Income Eligibility Form in order to determine individual eligibility for SFSP

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SPECIAL TYPES OF SITES

Migrant Sites

- Eligibility based upon a determination that the site predominantly serves children of migrant workers
- Sponsors must submit information obtained from a migrant organization that certifies that the site serves a majority of children of migrant workers

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SPONSOR PARTICIPATION IN OTHER CNP

- Summer School Programs

- Seamless Summer Option (SSO)
- *This is for schools only*

SPONSOR PARTICIPATION IN OTHER CNP

Child and Adult Care Food Program (CACFP)

- Institutions must ensure that the same children are not served meals in both programs; maintain separate records

- Institutions may not switch back and forth between CACFP and SFSP

- Some application requirements for CACFP institutions in good standing that apply to SFSP have been waived

- Afterschool At-Risk Meals and Snacks programs

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Questions?

CONTACT THE STATE AGENCY AT 405-521-3327.

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