



Summer Food Service Program (SFSP) Training: Eligibility

OSDE Child Nutrition Programs
www.ok.gov/sde/summerfood

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Planning Your Summer Food Service Program: Eligibility

www.sde.ok.gov/summerfood

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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 ages 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...

Eligibility Organizations Continued...

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

Private non-profit sponsors must be tax exempt

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SPONSOR RESPONSIBILITIES

Sponsors **Must**

- 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

Open sites

- 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

Restricted open sites

- 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 CONT.**

- Eligibility determined by individual income eligibility or area eligibility


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MEAL SITES AT FOR-PROFIT LOCATIONS

Sponsors may establish meal sites at for-profit locations (e.g. apartment complexes), approved with the following contingencies:

- Sponsor maintains all responsibility for site operations
- Operate as open sites or restricted open sites
- Located in an area in which at least 50% of the children are eligible for free or reduced-priced school meals and

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MEAL SITES AT FOR-PROFIT LOCATIONS (CONT.)

- Meals are available to all children in the area, served on a first come/first-served basis, and are available at no charge
- Sites may not use SFSP as an otherwise competitive advantage
- No SFSP funds may be provided to the site for any reason
- Sponsors must use ONLY trained sponsor staff or trained volunteer staff for all meal site operations

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

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SITE ELIGIBILITY-TRIBAL GOVERNMENTS

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

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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****
<https://www.fns.usda.gov/area-eligibility>

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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

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**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, CACFP and SFSP Area Eligibility Mapper (USDA) located on the webpage.
<https://www.fns.usda.gov/area-eligibility>

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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**

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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

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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

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 at:

<https://www.fns.usda.gov/school-meals/translated-applications>

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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

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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 or sfsp@sde.ok.gov

Thank you!

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NONDISCRIMINATION STATEMENT

This institution is an equal opportunity provider.

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