



**Planning Your Summer Food Service Program: Evaluating and Selecting Sponsors and Sites**

OSDE Child Nutrition Programs  
[www.ok.gov/sde/summerfood](http://www.ok.gov/sde/summerfood)

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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

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**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

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## EVALUATING AN AREA

- Evaluate the needs and resources
- A Sponsor may contact:  
Parks and recreation centers, youth organizations, YMCAs, YWCAs, Boys and Girls Clubs, scout troops, local food banks, minority referral sources and relevant minority organizations, local parent groups, local church or faith-based organizations

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## EVALUATING AN AREA

After Sponsors have made these initial contacts they must make three important decisions:

- 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

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## 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.

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## 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

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## SELECTING SITES CONTINUED...

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

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## 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

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## 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



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## SELECTING SITES

### In addition, sponsor staff of the mobile site must:

- serve meals
- clean up after meals
- ensure safe and sanitary conditions
- ensure the safety of food and comply with local health and safety standards
- account for all meals
- ensure that children eat all meals on-site
- ensure meals offered meet meal pattern requirements

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## 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

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**SELECTING SITES**

**Site Supervision**

- Supervisory needs will differ from site to site
- For mobile feeding sites, extra precautions should be established to ensure the safety of the food being provided to the children. Proper holding temperatures must be maintained along the entire meal delivery route, and State and local health and safety standards must be met.

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**SELECTING SITES**

**Number of sites...**

This will depend greatly on the need for a site in the area, capabilities of the sponsor, and the size of the programs at the sites.

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**SELECTING SITES**

If Sponsor plans to administer multiple unaffiliated sites, such as Vacation Bible Schools and recreation programs, an agreement between the Sponsor and the site supervisor or responsible party listing all the responsibilities/ duties of the site supervisor should be completed.

**This does not relieve Sponsor of final administrative and financial responsibility for operating the SFSP at the site.**

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**SELECTING SITES**

**Site Cap/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

**Reference Memo: SFSP 16-2015: Site Caps in the SFSP: Revised**

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**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

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**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"

[fns.usda.gov/sfsp/summer-meals-toolkit](https://fns.usda.gov/sfsp/summer-meals-toolkit)

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**PRE-OPERATIONAL REQUIREMENTS**

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



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**Questions?**

Contact the State Agency 405-521-3327  
sfsp@sde.ok.gov

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**NONDISCRIMINATION STATEMENT**

This institution is an equal opportunity provider.

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