

FOOD, FRIENDS & FUN!

TEXANS
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3ES. EDUCATION, EXERCISE AND EATING RIGHT



**SUMMER
FOOD
SERVICE
PROGRAM**



**BECOME A SPONSOR OR A SITE
TO FEED TEXAS CHILDREN**

WELCOME TO THE SUMMER FOOD SERVICE PROGRAM!

Learning does not end when school lets out and neither does the need for good nutrition. The Summer Food Service Program (SFSP) is good, nutritious food that's "in" when school is "out." It ensures that children in low-income areas receive nutritious meals during the summer when they do not have access to school lunch or breakfast.



ABOUT SUMMER FOOD SERVICE PROGRAM

The Texas Department of Agriculture is committed to enhancing the health of all Texans. To address hunger, childhood obesity and healthy eating, the agency administers the U.S. Department of Agriculture (USDA) Child Nutrition Programs for the state of Texas.

Many children around the country depend on free or reduced-price meals, served through schools, for proper nutrition. When school is not in session, some children may not get a well-balanced meal. The Texas Department of Agriculture's Summer Food Service Program provides these children with the same nutritious meals received during the school year. Meals are served at no charge to eligible children.

For additional program information, please visit the Summer Nutrition Programs website at www.SummerFood.org or contact Texas Department of Agriculture at 877-TEX-MEAL.

EVERYONE WINS WITH SUMMER FOOD!

- Children receive nutritious meals at no charge.
- Parents stretch food dollars and know that their children are receiving healthy meals in a supportive environment.
- Food service workers are employed during the summer months.
- Organizations receive funds to provide meals to complement already scheduled programs, such as day camps, sports activities and tutoring sessions.
- Communities provide safe places for children at summer feeding sites.
- Sponsors, such as school districts, provide food and employ workers while providing a safe place for children.

HOW DOES SFSP WORK?

SFSP is administered at the federal level by the Food and Nutrition Service (FNS), an agency of the United States Department of Agriculture (USDA). TDA approves sponsor applications, conducts sponsor training, monitors SFSP operations and processes program payments. Sponsors sign agreements with TDA to run the program. SFSP reimburses approved sponsors for serving meals that meet federal nutritional guidelines. Sponsors receive payments from USDA, through TDA, based on the number of meals they serve and their documented costs of running the program. All meals are served free to eligible children.

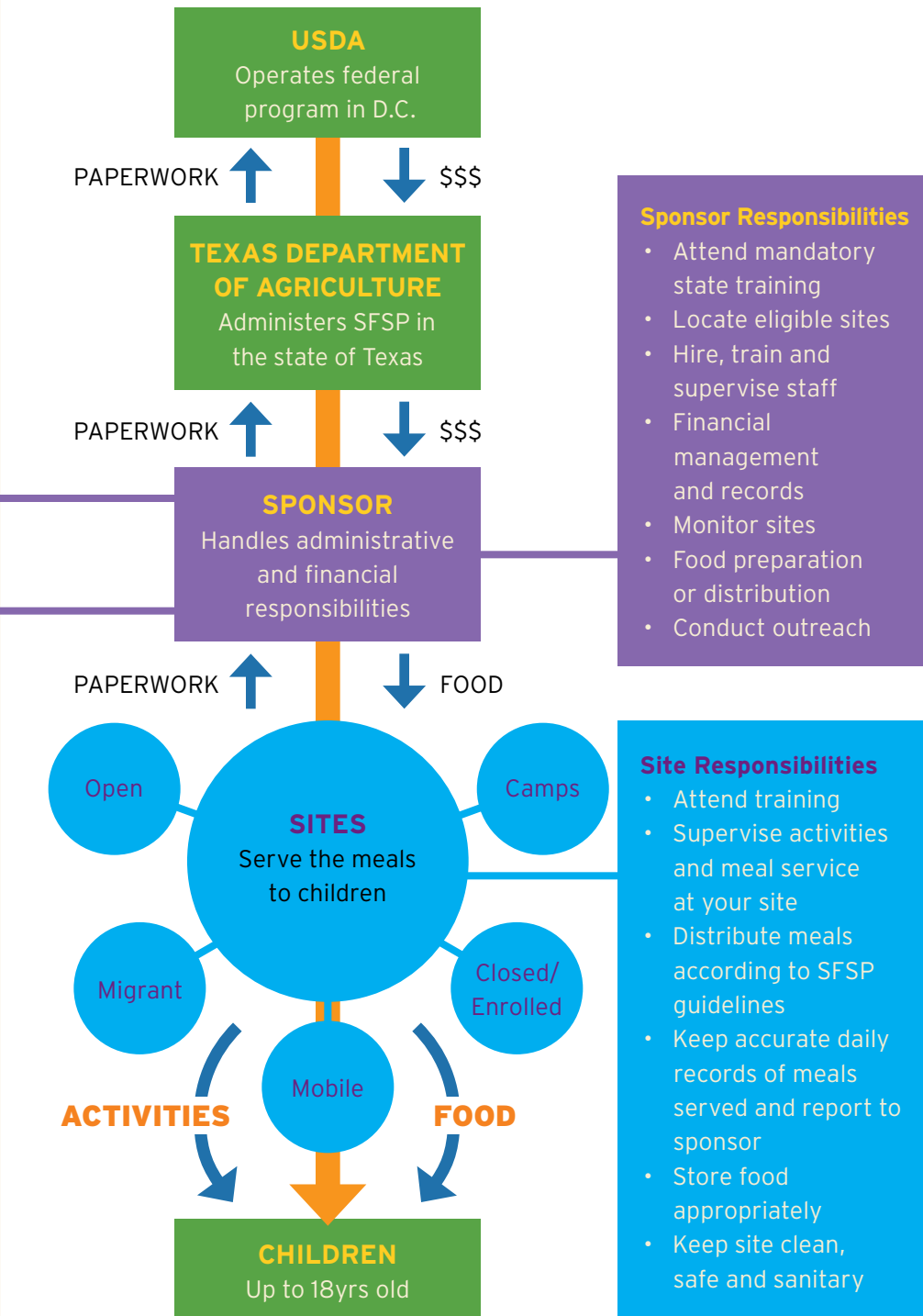
Vendor

Provides food to sponsor

Community Members

- Operate as a sponsor or site
- Volunteer
- Donate
- Offer needed resources (space, vans, equipment)
- Promote
- Advocate for improvements





ARE YOU READY? BECOME A SPONSOR!

Sponsors must be fully capable of managing a food service program. As a sponsor, you must follow regulations and be responsible, financially and administratively, for running your program.

Texas Department of Agriculture created a “Sponsor Ready” checklist to determine if you are able to effectively run SFSP:

Organization Background

- Copy of organization's tax-exempt status letter
- Copy of IRS Form 990 (most current year)
- Copy of official articles of incorporation, certificate of formation or assumed name certificate
- Certificate of incorporation
- List of organizing officers if different from a governing board
- Copy of organization's by laws
- Organization's mission statement
- Offers year-round services to the community

Financial Viability

- Organization has capacity and financial resources on a daily basis
- Organization can provide source, frequency, types, function and/or purpose and the amount of all current revenue resources

Administrative Capacity

- Adequate space
- Computer and technology
- Personnel staff
- Professional services
- Outreach capabilities



Which types of organizations are eligible to sponsor SFSP?

- 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



ARE YOU READY? BECOME A SITE!

A site is the physical location, approved by the Texas Department of Agriculture (TDA), where SFSP meals are served during a supervised time period. There are five types of sites:

Your site is OPEN if at least half the children in the area are eligible for free and reduced-price school meals

Based on area eligibility data from the local school or census block group

Your site is ENROLLED if at least half the children enrolled in the program are eligible for free and reduced-price school meals

Based on an individual child's eligibility for free and reduced-price meals or other data required by TDA to indicate eligibility

Your site is a CAMP if it offers a regularly scheduled food service as part of a residential or day camp program

Based on an individual child's eligibility for free and reduced-price meals

Your site is MIGRANT if it primarily serves children of migrant workers

Based on appropriate certification from a migrant organization

Your site is NYSP if it is a college or university participating in the National Youth Sports Program

Based on a child's enrollment in NYSP

Sites may be located in a variety of settings including: schools, mobile feeding trucks/vans, recreation centers, playgrounds, parks, churches, community centers, day camps, residential summer camps, housing projects, and migrant centers, or on Indian reservations.

SITE CONSIDERATIONS:

- Can you offer organized activities during the summer at this site?
- What size area do you have for accommodating children to eat?
- What kitchen/serving facilities would your site provide?
- Will you have volunteer staff to help serve or will a paid staff be needed?
- How many children do you estimate can access the site in your area?
- What length of time will this site be available (weeks or months)?
- How many meals can you accommodate? (breakfast, lunch snack)
- How will you encourage children to attend the program on a regular basis?
- Can you commit to making the program successful?
- Who will be the central contact person for your site? Back up person?

ITEMS THAT MUST BE COVERED WITH A SITE STAFF:

- All site staff and volunteers must attend training on the operations of the program.
- Sanitation and Health Department guidelines must be followed.
- Sites must be responsible for the meal count and reporting of meals to the sponsor.
- Site must be involved in the budgeting process to make sure all supplies and details are outlined.
- Site must be committed to outreach for the program and understand that the site will be open to all children that show up (otherwise the site would be considered closed and more paperwork is involved).

How does reimbursement work for sponsors?

TDA reimburses SFSP sponsors on a per-meal basis for the meals they serve to eligible participants that meet program requirements. To receive your reimbursement, you must prepare a claim each month and submit it to TDA. Total reimbursement is limited by per-meal reimbursement rates. Without careful planning, you might not cover all of your costs. Your costs will depend on many factors including the number of meals you serve; the price you pay for food or meals, if purchased from a vendor; and the amount of wages you pay your staff. Reimbursement is made for both operating costs and administrative costs, and the payment rates are different. Operating costs and administrative costs are separate, and cannot be mixed together.

What are operating costs?

Operating costs are the costs of running your food service. These are the expenses you have for preparing, obtaining, delivering, and serving meals. Operating costs include what you pay for:

- Processing
- Transporting
- Kitchen utilities, storing, and handling food
- Supervision of children
- Salaries of cooks, site personnel, and other food
- Transporting service workers to and from rural sites
- Utensils, plates, and other nonfood supplies
- Meals that may be served to SFSP workers
- Maintenance and rented items, such as kitchen equipment or trucks
- Volunteer time

TDA makes two calculations to compute payments of operating costs. TDA will compare the two amounts and pay you the smaller value, which will be either:

your actual documented
food service costs

OR

the number of meals
served to eligible children

X

the operating
payment rate

What are administrative costs?

Administrative costs are the costs you have for activities related to planning, organizing, and administering the program. These expenses should be included in your approved budget. They are completely separate from the costs of food production and service.

Administrative costs include your program's share of:

- Salaries of supervisory staff, monitors, trainers, and office employees
- Rental of offices, office equipment, and cars
- Office supplies
- Building utilities
- Insurance costs
- Postage
- Audits
- Travel costs

TDA makes three calculations to compute your administrative payments. TDA will make a comparison, and pay you the lowest of those three values, which will be either:

your actual documented administrative costs

or

the number of meals served to eligible children X the administrative payment rate

or

the approved budget in your sponsor agreement

Remember, SFSP is a nonprofit food service program for children. You will not be able to receive more than your actual program costs. In fact, payments to some sponsors are less than actual costs.

Sponsors must be prepared to manage their food service programs carefully, and add other resources to their programs, if necessary. Closely monitor all of your costs to ensure that you do not spend more than your reimbursement. You are responsible for the over costs, if your expenses are more than your reimbursement.

IN CLOSING... Are you ready to make a difference in the lives of children in your community? The need for good nutrition is crucial for children to have safe and productive summers. Make summer a nutritious and healthy experience for the children in your community.

Remember, our children are our future. They deserve our best. Give the children in your community your best with the Summer Food Service Program.



Food and Nutrition Division

3E'S OF HEALTHY LIVING
Education, Exercise and Eating Right

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER TODD STAPLES

For more information about the
Summer Food Service Program,
go to www.SummerFood.org
or call (877) TEX-MEAL.

To find a feeding site during the
summer months, call 211.



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