

Good Nutrition Continues

with Summer Meals

SFSP

Summer Food Service Program



What is the **Summer Food Service Program**?

- Federally funded program designed to provide reimbursement for healthy meals and snacks served to children and teens in low-income areas during the summer months when school is not in session.
- Part of the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS), the same office that administers the National School Lunch Program (NSLP).

What are the **benefits**?

- Receive reimbursement to supplement the cost of healthy meals and snacks.
- Earn recognition in the community as a stable source of services.
- Offer a healthy meal and/or snack to which low-income youth may not otherwise have access during the summer months and long vacations from school.
- Free training to employees and staff on child nutrition topics.
- Opportunities to offer nutrition where events and activities are happening.

Who is **eligible**?

- Children and teens 1-18 years of age and younger.
- Persons with disabilities, over 18 years of age, who participate in school programs for people who are mentally or physically disabled.

Who may be a **sponsor**?

- A tax-exempt organization that provides year-round service to the area in which they intend to provide the SFSP. Examples include:
 - A public or private nonprofit school food authority (SFA).
 - A public or private nonprofit college or university.
- A public or private nonprofit residential summer camp.
- A unit of local, county, municipal, state, or federal government.
- Any other type of private nonprofit organization.

How does an organization **become a sponsor**?

1. Locate all required forms and application information on the the Kansas State Department of Education (KSDE) Child Nutrition and Wellness website, <https://cnw.ksde.gov> on the Summer Food Service Program page.
 2. Submit a Program Initiation Application for approval by KSDE staff, which includes:
 - An Initial Site Application for each proposed site.
 - The VCA Checklist that demonstrates the sponsor is capable of managing an effective Summer Food Service Program.
 3. Complete the SFSP Agreement, a contractual agreement between your organization and KSDE.
 4. Work with KSDE during the approval process.
- Documentation of tax-exempt status under the Federal Internal Revenue Code of 1986 if a private nonprofit entity; this is not required by church sponsors.

What are the **sponsor requirements**?

- Attend required child nutrition and SFSP trainings provided or approved by KSDE, including yearly training on the SFSP purpose, sponsor and site supervisor responsibilities, and civil rights requirements.
- Hire and supervise staff and volunteers.
- Provide training on child nutrition and program topics, including:
 - Food safety
 - Civil rights
 - Daily operations and meal counting
 - Menus and ordering
 - Difference between congregate and non-congregate meal services.
- Competitively procure food to be prepared or a vendor for meals to be delivered.
- Serve meals and snacks that meet the requirements of the SFSP meal pattern.
- Complete site visits and reviews to ensure compliance with program regulations.
- Prepare claims for reimbursement. Eligible sites may receive free reimbursement for up to two meals per child served per day.
- Keep daily menus, accurate daily meal count, attendance records, and, if applicable, income eligibility information for each child, for three years, plus the current year.

How does the **money work**?

- Sponsors receive program payments based on the number of meals served multiplied by the appropriate combined administrative and operating rates for reimbursement.
- Sponsors assume complete responsibility for information submitted on claims. Claims for reimbursement must reflect only meals that meet SFSP requirements and are served to eligible children during claiming period.

What **meals** may be **served**?

- Sponsors may serve one or two meals per day at open, restricted open, and enrolled sites. With KSDE approval, sponsors may serve two meals (including snacks) per day.
- Sponsors may choose which combination of meals they would like to serve; however, serving lunch and supper on the same day is not allowed.



Child Nutrition & Wellness
Kansas State Department of Education
Landon State Office Building
900 S.W. Jackson Street, Suite 251
Topeka, Kansas 66612

(785) 296-2276
<https://cnw.ksde.gov>