

SUMMER FOOD SERVICE PROGRAM

Because Hunger Doesn't Take a Vacation



Second Harvest Food Bank
Of Lehigh Valley and Northeast PA
2045 Harvest Way
Allentown, PA 18104

OVERVIEW OF THE SUMMER FOOD SERVICE PROGRAM

The Summer Food Service Program (SFSP) was **established to ensure that low-income children continue to receive nutritious meals when school is not in session.** Free meals that meet Federal nutrition guidelines are provided to all children at approved SFSP sites in areas with significant concentrations of low-income children.

The Summer Food Service Program (SFSP) can help schools, recreation or community centers, churches, day camps, housing projects, parks, or playgrounds enhance summertime recreational and educational activities with lunch and either breakfast or a snack.

The **U.S. Department of Agriculture's Food and Nutrition Service (FNS)** administers SFSP at the national level. The **USDA** provides funding through the **PA Department of Education** to reimburse eligible sponsors for meals and snacks served to children up to age 18 at summer programs.

Sponsors prepare and deliver meals to sites. Sponsors can also subcontract meal preparation and delivery to a **vendor**. **Sites** can serve up to two meals or one meal and one snack each day.

The **Seamless Summer Food Waiver** reduces paperwork for **school sponsors** by allowing them to operate the SFSP as an extension of the National School Lunch Program.



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KIDS ARE HUNGRY IN THE SUMMER

Learning does not end when school lets out. Neither does the need for good nutrition, which is crucial for kids to have safe and productive summers. The Summer Food Service Program (SFSP) provides an opportunity to continue children's physical and social development while providing nutritious meals. **The SFSP helps low income children return to school ready to learn.**

Many low-income families rely on the National School Lunch Program and School Breakfast for nourishment during the school year. In the summer, school breakfast and lunch is not available, and hunger increases among kids. At Second Harvest Food Bank of Lehigh Valley and Northeast Pennsylvania, requests for emergency food increase as much as 19% in the summer.

In Pennsylvania, only about 26% of kids who participate in free/reduced school lunch also participate in the Summer Food Service Program. More sites are needed in our community.

By participating in the SFSP, you will...

- provide healthy meals to needy children when school is out
- increase attendance in your summertime programs
- help parents stretch their food budgets
- provide employment and/or volunteer opportunities during the summer



KEY PLAYERS: SPONSORS, VENDORS AND SITES

Sponsors

Sponsors are responsible for paperwork and for supervising one or more sites. Sponsors can be public or private nonprofit school food authorities, local governments, residential camps, private nonprofit organizations, or colleges that participate in the National Youth Sports Program. Sponsors must demonstrate financial and administrative capability, serve low-income kids, and provide service year-round (except for camps).

Sponsors attend training with the PA Department of Education. Sponsors conduct a training session for their sites.

Vendors

Sponsors that do not have the capacity to prepare meals can subcontract with a vendor, such as a school district or a food service company. **Vendors sell prepared meals to sponsors.** Vendors must prepare meals according to federal nutrition guidelines and deliver meals on schedule.

Sites

A site is the physical location where children receive SFSP meals. Sites can be located at schools, recreation centers, playgrounds, parks, churches, community centers, camps, housing projects, or anywhere that children gather. Smaller organizations that do not have the financial or administrative ability to sponsor the program can serve as sites through an existing sponsor.

Sites must be properly equipped with the appropriate facilities and equipment to store food and serve the anticipated number of children. Sites must also meet state and local health standards.

Sites attend training provided by their sponsor. **They must distribute meals according to SFSP guidelines and keep daily records of meals served.**



TYPES OF SITES

Open Sites are located in areas where at least half of the children are eligible for free and reduced cost school meals. Open sites must make food available to all children in the neighborhood, regardless of whether or not they are enrolled in the program.

In some **rural areas** of Pennsylvania, open sites can be in areas where at least 40 percent of the kids are eligible for free or reduced school meals.

Enrolled Sites serve identified groups of children, as opposed to the community-at-large. At least 50% of enrolled children at the site must be eligible for free or reduced school meals.

Enrolled sites are usually established where:

- an identified group of needy children live in a “pocket of poverty”
- a program provides recreational, cultural, religious, or other types of activities for a specific group of children.

Open sites can document free/reduced lunch eligibility using school data from the PA Department of Education or US census data. Enrolled sites must get a list of names and eligibility status of enrolled students from schools or by having parents complete an income eligibility form.

At **Camp Sites**, children's eligibility is determined individually. Camp sites are reimbursed only for meals served to eligible children.



PROMOTION IDEAS

- Use sufficient signage to welcome neighborhood children
- Provide information about school lunch location and times through your newsletter, school menus, or other mailings
- Ask teachers and after-school program leaders to tell kids about your summer program before the end of the year
- Distribute promotional materials at the library, social service offices, health fairs, and municipal buildings
- Submit a press release to the local media and invite the press to your site
- Encourage participants to tell their friends about the program
- Arrange for parents or other members of your community to go door to door with information about your site
- Speak at PTA meetings before the end of the school year
- Sponsor an art contest where kids make SFSP posters
- Hang posters at local grocery stores and laundromats
- Distribute flyers at local shelters and daycare centers
- Offer incentives to kids who bring a friend



F.A.Q. (FREQUENTLY ASKED QUESTIONS)

What are the meal pattern requirements?

Breakfasts must contain one serving of milk, one serving of a vegetable or fruit or full strength juice, and one serving of grain or bread; a meat or meat alternate is optional. Lunch and supper must contain one serving of milk, two or more servings of vegetables and/or fruits, one serving of grain or bread, and one serving of meat or meat alternate. Snacks must contain two food items, each from a different food component.

How much will we be reimbursed?

SFSP Payment Rates
Maximum Rate Per Meal
Effective January 1, 2007 - December 31, 2007

Type of Meal Served	Administrative Costs For Meals Served at		
	Operating Costs	Self-preparation or Rural Sites	Other Types of Sites
Breakfast	\$1.57	\$0.1575	\$0.1225
Lunch or Supper	2.75	0.2875	0.2375
Supplement	0.64	0.0775	0.0625

How much paperwork is involved?

Sponsors are required to submit records for meal counts, operating costs, administrative costs, and funds accruing to the program. Sponsors must also submit documentation for trainings and monitoring visits.

Sites are required to keep daily records of the number of meals served.

What kind of equipment will we need?

Sites must have adequate room to refrigerate meals, juice, and milk prior to serving. They must also provide hand washing and have some method to clean and sanitize the eating area.



RESOURCES

Second Harvest Food Bank of Lehigh Valley and NE PA
Coordinator of Advocacy and Outreach
(610) 434-0875
shfb-advocacy@caclv.org

Pennsylvania Department of Education
Susan Still, Supervisor, Summer Food Service Program
(717) 787-7698
sstill@state.pa.us
http://www.pde.state.pa.us/food_nutrition

The **USDA** website offers materials to aid in effectively administering the SFSP. You can access these materials at:
<http://www.summerfood.usda.gov/library/index.html>

The **USDA** publishes a Model Programs Booklet.
You can get a copy at
http://www.fns.usda.gov/cnd/Summer/States/model_programs.html

Food Research and Action Center (FRAC) publishes an annual report about SFSP:
http://www.frac.org/html/federal_food_programs/programs/sfsp.html

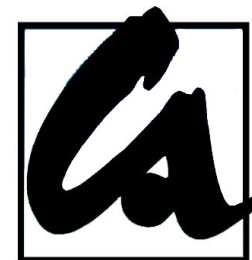
America's Second Harvest: The Nation's Food Bank Network
1-800-771-2303
<http://www.secondharvest.org>



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NEPA
2045 Harvest Way
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Phone: 610-434-0875
Fax: 610-435-9540



Community Action Committee
of the Lehigh Valley