



# Summer Food Service Program (SFSP)

Feeding children  
nutritious meals  
to help them learn  
and grow!

## Illinois State Board of Education—Nutrition Programs Start Your Summer Program and Help to End Hunger in Your Community

**Q. How does SFSP work?**  
A. SFSP is a federally funded program that reimburses approved sponsors for nutritious meals served at a site to low-income children during the summer months or vacation breaks while school is NOT in session.

**Q. How many meals can be reimbursed?**  
A. A sponsor can be reimbursed for up to two meals or one meal and one snack daily to children age 18 and under.

**Q. Who can be a sponsor?**  
A. Sponsors must be organizations that are fully capable of managing a non-profit food service program. Eligible organizations include school food authorities; units of local, municipal, county, or state government; camps; colleges; or any other private nonprofit organizations with a 501(c)3 status. Churches must show their state tax exempt documentation.

**Q. How are SFSP meals prepared?**  
A. A sponsor may prepare its own meals, purchase meals through an agreement with an area school or contract for meals with a food ser-

vice management company (vendor).

**Q. What is a site?**  
A. A site is the physical location, approved by the state agency (Illinois State Board of Education), where SFSP meals are served during a supervised time period. Meal service sites may be located in a variety of settings, including schools, playgrounds, parks, camps, or housing projects to name a few.

**Q. How is a site approved?**  
A. A site can be approved by meeting site eligibility through school data (free and reduced meal eligibility listing), census block group data, or possibly through individual income

applications.  
**Q. How can YOU participate in SFSP?**  
A. There are four ways you can participate:  
(1) become a sponsor,  
(2) operate a site,  
(3) be a vendor, or  
(4) volunteer.

Talk with your community leaders today and see what you can do to get involved!!



**You Can Make a Difference!!!**

- By providing nutritious meals to the children in your community.
- By joining us in supporting children by becoming a partner in SFSP:
- As a SFSP sponsor
- As a SFSP feeding site
- As a vendor or
- As a volunteer

### ▶ Feeding Needy Kids in the Summer

Only 16.2 children received a summer meal for every 100 low-income students who rely on free or reduced-price school lunches on a typical day during the regular school year, according to the new report from the Food Research and Action Center (FRAC) located at: [http://frac.org/pdf/2016\\_summer\\_nutrition\\_report.pdf](http://frac.org/pdf/2016_summer_nutrition_report.pdf) Despite intensive outreach efforts at the federal and state

levels in the past several years, nearly 3.2 million children ate free meals on an average day last summer through USDA's summer nutrition programs, including SFSP. This is an increase of 7.3%; the largest increase since 1993. However, any way you do the math, millions of low-income children in impoverished communities are not getting fed during the summer. Why are relatively few

children taking advantage of the benefits offered by SFSP? For one thing, many communities simply do not know the program exists, much less how it is administered, or how they can get involved. Read on to learn the facts about this program, where you can find resources on the program, and who to contact for questions concerning this program.

### ▶ The Kids Are Counting on You!



# A Sponsor's Responsibilities

A sponsor's responsibilities include, but are not limited to—

- Attend the state agency's training
- Decide how the meals will be prepared (self-prep or vended)
- Confirm that menus meet federal guidelines for components and portion size
- Create a record keeping system for meal count sheets and for maintaining expense records
- Send a letter to the local health department notifying them of the Summer Food Service Program
- Complete a policy statement/announcement and send to local media for publication
- Hire and train staff
- Document each site's eligibility
- Perform monitoring duties at sites

(pre-op visit, first week visit, and a four week review)

- Enter on-line application by June 15 (sponsor application, site application(s), and budget)

- Enter field trip dates thru the on-line system
- Display the And Justice For All poster in a prominent place in the feeding area and in the administrative offices
- Continue to check the SFSP website for announcements and resources
- File monthly claims on-line (site claims and a sponsor claim)



For additional information, please contact Amy Bianco or Naomi Greene at the Illinois State Board of Education at 800/545-7892 or send an email to [abianco@isbe.net](mailto:abianco@isbe.net) or [ngreene@isbe.net](mailto:ngreene@isbe.net). You can also visit our website at <http://www.isbe.net/nutrition/htmls/summer.htm>

## Tips for Running a Successful Summer Food Service Program

The following are some suggestions for implementing an efficient and successful SFSP.

- Conduct a survey to make certain there is enough interest among families in the community
- Market the program by displaying posters and/or distributing flyers in a school or at a public business
- Insert notices into community bulletins and newsletters
- Work with the media to include a story/announcement in the local paper or

### *The key is in careful planning!*

- community TV station
- Partner with community organizations for resources, volunteers, donations, and publicity
- Take time to train your staff thoroughly
- Include plenty of activities to encourage attendance
- Hold a summer food "kick-off" event and invite the press
- Utilize as many volunteers as possible to help at each site
- Consider obtaining a small portion

- of the food items through a local food bank
- Offer incentives for a child's attendance—drawings for a donated item such as a bicycle or tickets to a ball game, etc
- Explore opportunities through other grants to help fund the program's activities

## What Comes Next? How Do I Become Involved?

Please visit our website at <http://www.isbe.net/nutrition/htmls/summer.htm>. This website is filled with a wealth of information and resources to answer many of your questions. Take advantage of the handbooks, brochures, flyers, and/or videos to share the details of this program with your community. The state agency can also share a PowerPoint presentation to your next community meeting to give information, clarification and/or assist in starting

SFSP in your area!! Please take the time to evaluate SFSP in your community to determine the extent to which you should focus on increasing sponsors, sites, or participation. We hope you will join us in helping to reach out and feed the low-income neighborhoods in Illinois.

**CALL US TODAY!**  
Be a player!



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