

WHAT ARE ELIGIBLE FOOD SITES?

Sponsors of sites located in schools, churches, housing projects, parks, neighborhood centers, summer day camps and similar programs are eligible to participate in the SFSP if each site draws attendance from areas in which at least half the residing children are eligible for free or reduced priced meals under the school nutrition programs. This eligibility requirement may be based on information available from local school boards, housing authorities, or census data relative to the area served. Sites that are considered "open" sites provide meals to all children in the immediate area who wish to participate, subject to their capacity.

Also, a site may be determined eligible if it operates a "closed" program in which at least half of the enrolled children are eligible for free or reduced-priced school meals.

Sponsors can also operate the SFSP at residential camps and nonresidential day camps offering a continuous schedule of organized activities for children. Sponsors of camp sites must obtain information from the enrolled children to document their family's size and income. Camp sponsors are reimbursed only for those meals served to children who have been individually determined eligible.

School systems may operate the program at school and non-school sites as a continuation of their School Lunch and Breakfast programs. The state Department of Education administers this component of the SFSP.

APPLICATION INFORMATION

Potential SFSP sponsors can request an application by contacting:

Adult and Family Services
TN Department of Human Services
Citizens Plaza Building
400 Deaderick Street
Nashville, TN 37243

The annual deadline date for submitting applications from new sponsors is 30 days prior to the proposed beginning of meal service, and no later than June 15. Application packages are available by March 1.



In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

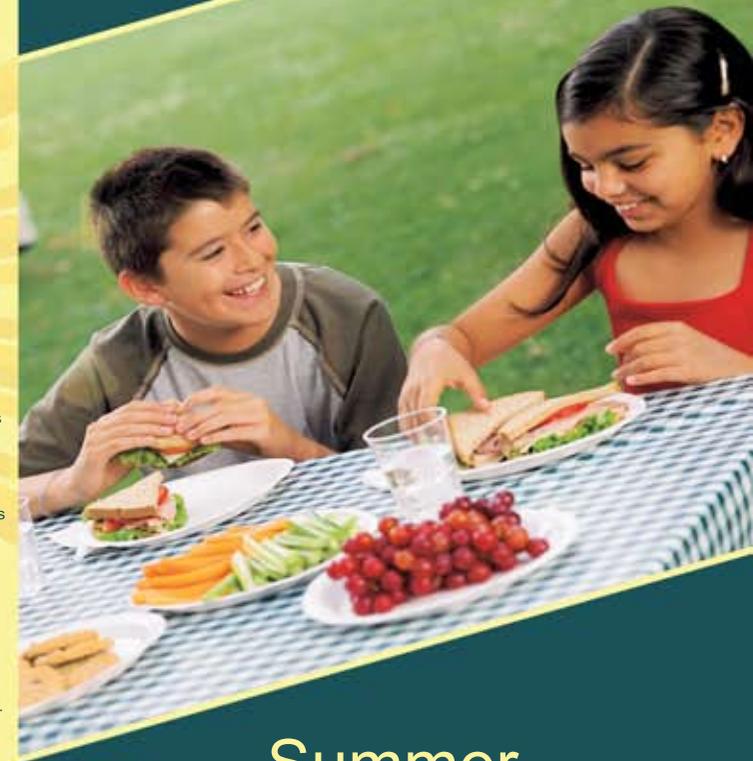
To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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For more information, contact SFSP personnel at (615) 313-4749

Tennessee Department of Human Services



Summer Food Service Program



WHAT IS THE SUMMER FOOD SERVICE PROGRAM? (SFSP)

The SFSP was established by Congress in 1968 to ensure that during school vacation, needy children 18 years or younger could receive the same high quality meals provided during the school year by the National School Lunch and Breakfast Programs.

The Tennessee Department of Human Services (DHS) administers the SFSP under an agreement with the U.S. Department of Agriculture (USDA).

The SFSP can begin when school closes in the spring and continue until school opens for the fall term. Special provisions may be made for areas where schools operate on year-round schedules.



WHO WILL PROVIDE TRAINING AND MONITORING?

Working directly with agency personnel, the DHS offers training and technical assistance to all local sponsors of the SFSP. During the summer, DHS and USDA will make monitoring visits to sponsors and may provide recommendations to improve their operations. Sponsors may also be reviewed by other state and/or federal agencies.



HOW CAN I GET INVOLVED?

Choose what works best for you. Get involved as a Sponsor, Feeding Site or Volunteer

- As a SPONSOR of the program, you are a comprehensive body. Sponsors must be considered one of the following: public or private nonprofit school authorities; residential summer camps; municipal, county, or state governments; and private nonprofit organizations (including churches). Sponsors must develop a summer food service for children similar to school nutrition programs. The SFSP should be incorporated into an organized and adequately supervised youth activity (such as a recreational program) at suitable locations. Sponsors cannot delegate their administrative, operational, or financial responsibilities.

- As a FEEDING SITE you have the opportunity to provide the location where sponsors serve program meals. Sponsors may serve meals at one or more approved sites under their administration. Regular sites may be approved to serve one or two meals daily (breakfast, snack, lunch and supper). However, both lunch and supper cannot be claimed at a regular site. All preparation facilities and serving sites are subject to inspections by local health departments.

- As a VOLUNTEER you can assist in many areas. Some of the key areas could include, but not be limited to drivers distributing meals, assistance with food prep and/or other tasks identified by the sponsor or feeding site.



TO PARTICIPATE

To be approved for SFSP participation, applications for sponsorship must:

- Have federal tax exempt status or be a public entity.
- Accept financial and administrative responsibility for the program.
- Document the need of the area(s) to be served.
- Provide adequate personnel for the supervision of each site.
- Attend a DHS training workshop.
- Conduct pre-operational visits to all new sites.
- Train all site and administrative personnel involved in their program.
- Submit timely reports and maintain proper records.
- Cooperate with DHS and USDA monitoring personnel.

HOW DO I PROVIDE FOOD SERVICE?

Sponsors may prepare their own meals or contract with a school system or a food service management company. Regardless of how these arrangements are made, all meals must meet USDA's nutritional standards for the summer program.

HOW AM I REIMBURSED FOR FOOD SERVICE?

Sponsors of the SFSP are reimbursed based on the actual number of eligible meals served to children. Rates are established annually by the federal government to assist sponsors in meeting the costs of meals and local administration of the program. There are different rates for breakfast, lunch/supper and snack.

