

Guide to Starting a Summer Food Service Program



"Food that's IN when school is OUT"

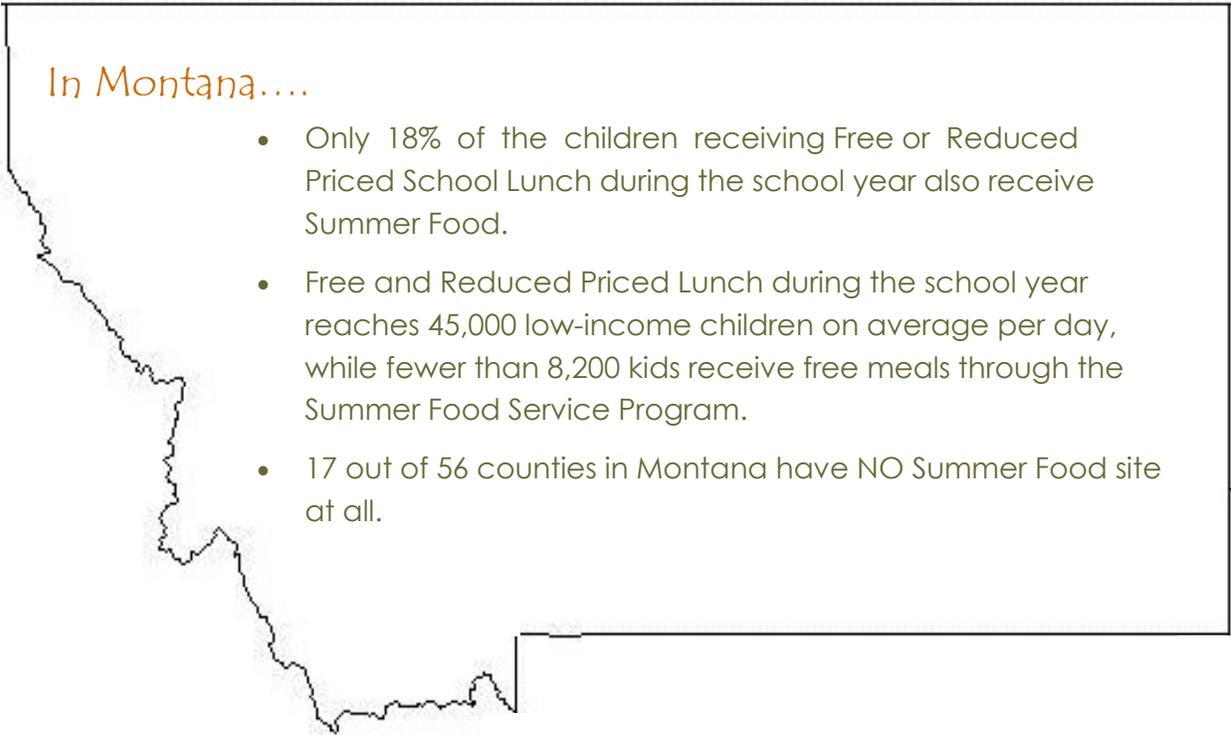
About the Summer Food Service Program

The Summer Food Service Program (SFSP) was created in 1975 as a way to serve nutritious meals to children when school is not in session. SFSP is a federally funded program administered through the U.S. Department of Agriculture. The Montana Office of Public Instruction administers the program at the state level.

During the school year, many families rely on Free and Reduced-Price Schools Meals to help feed their children nutritious food and stretch their food budgets. For example, if a child eats breakfast and lunch every day at school, that's ten meals a week, per child, that parents don't have to worry about providing. However, school is only in session nine months out of the year and many families find it difficult to pay for the additional meal costs when school is out. As a result, summer can mean hungry bellies and poor nutrition for many kids across Montana. Kids that do not receive adequate nutrition over the summer months are at a disadvantage when school starts again in the fall.

The SFSP can help bridge the gap for many low-income families. By providing free, nutritious meals and opportunities for continued social and physical development during the summer, SFSP helps kids return to school healthy and ready to learn.

Help make summer a healthy, fun and productive time for all Montana children by starting a SFSP in your town.!



In Montana....

- Only 18% of the children receiving Free or Reduced Priced School Lunch during the school year also receive Summer Food.
- Free and Reduced Priced Lunch during the school year reaches 45,000 low-income children on average per day, while fewer than 8,200 kids receive free meals through the Summer Food Service Program.
- 17 out of 56 counties in Montana have NO Summer Food site at all.

Funding and Administration

The Summer Food Service Program is administered on a Federal level by the **Food and Nutrition Service** (FNS), an agency of the United States Department of Agriculture (USDA). FNS determines overall program policy, regulations, and payment rates.



The **Montana Office of Public Instruction** (OPI) administers SFSP in Montana. OPI approves sponsor applications, conducts sponsor trainings, monitors SFSP operations, and processes program reimbursements.



Sponsors sign an agreement with OPI to run a Summer Food site. OPI reimburses sponsors for serving meals that meet the federal nutrition guidelines.



Sponsors set up **sites** in their communities. The sites serve FREE summer meals to kids age 18 and under. Most sites are eligible to serve lunch and one other meal service (breakfast or snack).



SFSP Sponsors

A SFSP sponsor is the financially responsible party for a SFSP site. Organizations that already provide services to the community, have capable staff and good management practices make great SFSP sponsors.

What kind of organizations can be a SFSP sponsor?

- Public or private non-profit Schools
- Public or private non-profit residential summer camps
- Units of local, municipal or county government

Sponsor Responsibilities

- Attend OPI sponsor training in May
- Locate and select eligible sites
- Hire, train, and supervise staff
- Arrange for meals to be prepared or delivered from a vendor
- Monitor site(s)

Site Selection Tips & Things to Consider

- ⇒ Is the site indoor or outdoor? Is there a plan for inclement weather days?
- ⇒ How will children get to the site? Is it easily accessible?
- ⇒ Is the site safe? Will parents feel comfortable leaving their children at the site?
- ⇒ Are the facilities adequate for food service? Will it be up to health codes for food service at all times?
- ⇒ Who will staff the site? Are they committed to the program?



SFSP Sites

A site is the physical location that food is served during the summer. The following is an overview of the site eligibility requirements and summary of who can attend the site.

Site Type	Definition/Eligibility
<p>Open</p> <p>Most Common Type in Montana (Recommended Site Type)</p>	<ul style="list-style-type: none"> At least half of the children in the area are eligible for Free and Reduced Price Meals during the school year. <i>Call the OPI to determine if your community/potential site is eligible.</i> Data can come from the local school data or from census data. Any child 18 or under can receive a free meal.
<p>Enrolled</p>	<ul style="list-style-type: none"> Income statements collected from each child enrolled in the program. Site is eligible for SFSP if half the children enrolled are eligible for Free and Reduced Price Meals. Only children enrolled in the site program may attend and receive a free meal.
<p>Migrant</p>	<ul style="list-style-type: none"> Site primarily serves children of migrant workers. Must obtain appropriate certifications from a migrant organization.
<p>Camp</p>	<ul style="list-style-type: none"> Regular meals served as part of residential or day camp. Only the children eligible for Free and Reduced Meals can receive SFSP meals.

Site Supervisor and Staff Responsibilities

- Attend sponsor's training through OPI
- Supervise activities and meal service at your site
- Distribute meals by following SFSP guidelines
- Keep daily records of meals served
- Store food appropriately
- Keep the site clean and sanitary



Program Reimbursement

Sponsors may utilize their reimbursements to pay for any allowable SFSP cost, just be sure to keep well maintained records.

Reimbursement Formula

Number of Eligible Meals Served	X	Reimbursement Rate (Self-Prep or Vended)
---------------------------------	----------	--

SFSP Meal Reimbursement Rates		
*2014 Rates		
	<u>Self-Prep</u>	<u>Vended</u>
Breakfast	\$2.02	\$1.98
Lunch	\$3.54	\$3.48
Snack	\$0.84	\$0.82



Meals—Preparation

How are the meals prepared?

A sponsor may:

- Prepare its own meals. If you prepare meals yourself you may prepare them on site or transport them to the SFSP site from an alternate preparation site. Meals that you prepare yourself receive a slightly higher “self-prep” reimbursement rate.
- Purchase meals through an agreement with a local school. This is a great option if you lack the facilities to cook meals.
- If you can’t find a school to prepare meals you can also contract for meals with a food service vendor. Examples of non-school vendors include:
 - ⇒ Community Kitchens
 - ⇒ Senior feeding programs
 - ⇒ Hospitals
 - ⇒ Local caterers
 - ⇒ Large food service companies
 - ⇒ Local restaurants



Meal Pattern Requirements

Meals served at a SFSP site must meet Federal meal pattern guidelines for nutrition in order to receive reimbursement for the meals served. These guidelines ensure that all children participating in SFSP have access to well-balanced meals that meet their nutrient and energy needs.

For a breakfast to be a reimbursable meal, it must contain:

- One serving of milk
- One serving of a vegetable or fruit or 100% juice
- One serving of grain or bread

For a lunch to be a reimbursable meal, it must contain:

- One serving of milk
- Two or more servings of vegetables and/or fruits
- One serving of grain or bread
- One serving of meat or meat alternate.

For a snack to be reimbursable, it must contain two of the following four options:

- One serving of milk
- One serving of fruit or vegetable
- One serving of grain
- One serving of meat or meat alternative

**Most sponsors can receive reimbursement for serving lunch and one other meal service (breakfast or snack) per day.*



Sample Lunch Menu

Day 1: PB and J Sandwich

Peanut Butter	Raisins
Jelly	Banana
Bread	Low-fat Milk
Yogurt	

Day 2: Chicken Salad Sandwich

Chicken Salad	Carrot Sticks
Roll	Low-fat Milk
Apple	

Day 3: Pizza

Pizza - with cheese and protein, served cold or hot	
Salad	Orange Segments
Low-fat Italian Dressing	Low-fat Milk

Day 4: Munchables

Low-fat American Cheese	Low-fat Ranch Dip
Turkey	Apple Slices
Crackers	Low-fat Milk
Celery Sticks	

Day 5: Tuna Salad

Tuna Salad	Low-fat Ranch Dip
Pita Bread	Fresh Pear
Carrot Sticks	Low-fat Milk

Note: This menu does not include quantities. Check with OPI for appropriate serving sizes. It is the sponsor's responsibility to ensure quantity requirements are met.



Advertise Your Site

Letting people in your community know about your site(s) is key to a successful summer food program. Try reaching out to organizations that already have summer programming to see if they will include a shout-out for your meal site. And remember, it is never too early or too late to start advertising a summer food site!

Here are some ideas for advertising a site:

- Local radio and TV stations may provide free PSA announcements for local non-profit organizations
- City/town websites may post information for free
- Host a kick-off event at the start of the summer and invite the local media and local officials to attend
- Hang signs and banners all over town advertising the who, what, where, and when of your program
- Hang an eye-catching banner outside of your site. (This could also be an art project for the kids to work on!)
- Ask the school to send letters/flyers home to all parents before the end of the school-year
- Hang doorknob flyers in low income areas of town



Don't forget to mention it's FREE and nutritious!!!!

Advertise in places kids and families will see your materials. Here are some ideas:

Grocery Stores • Laundromats • Health Departments
Child Care Facilities • Schools • Office of Public Assistance
Local TV channel • Newspapers • Housing Authorities • Youth Centers
City Website • Community Centers • Community Pool • Court House • WIC
Food Pantries/Soup Kitchens • Thrift Stores • YMCA and YWCA • Shelters
PTA Meetings • Soup Kitchens • Head Start • Churches

Partnering with Local Businesses

Many businesses in Montana actively contribute to their communities. Take advantage of the support from local businesses in your town to help make your summer food site a success and create positive press for businesses!

Businesses may provide: Materials, funding, volunteers, advertising, and more!

Here are some donations to consider asking for:

These can make great incentives for kids to come to your site. You could raffle them off each week/month/etc:

- Movie Theaters - Free tickets
- Local Restaurants - Free or discount meal coupon
- Sporting goods store - Free sport equipment
- Bookstore or library - Books or magazines
- Local gym or activity center - Free day pass

Other opportunities to partner with local businesses:

- Add activities! See if any businesses are able to donate sporting equipment, arts and craft supplies, books, or other activity materials to help draw kids to your site
- Have a healthy families day! See if your local Health Center can provide free health screenings for kids and parents
- Ask grocers and other retailers to place Summer Food flyers in bags or on store bulletin boards
- Ask local public transportation for a group discount on field trips or transportation to and from the site
- Parent meals help increase participation! Ask local businesses for donations to cover the cost of parent meals to allow parents to eat with their children

Remember:

Send a thank you note to any business or individual that donates to your program and send a copy to local newspapers, the Chamber of Commerce, Mayor's office, school board, or any other outlet you can think of to spread the recognition. Saying thanks encourages a business or individual to donate again!

25 Quick Ideas to Keep Kids Coming Back

1. Plan meals outside, when the weather permits
2. Involve the kids in menu planning
3. Recruit older kids to help
4. Have a costume day
5. Display banners and signage at all sites
6. Encourage kids to bring a friend
7. Coordinate with churches, public transportation systems and others to offer transportation to the site
8. Have a kick off event with extra games, activities, and media
9. Have a raffle at the end of the week/month/summer. Give kids tickets for each day they attend! Ask local businesses to donate prizes.
10. Give kids punch-cards to encourage them to keep coming back. Get enough punches, earn a small prize! Two punches for bringing a new friend!
11. Invite local police officers or firefighters to stop by the site to visit with the kids and let them look in the police car/fire truck
12. Have a service provider/health fair for parents to attend while kids eat
13. Have kids make their own placemats
14. Have a BBQ
15. Show a movie on a rainy day
16. Play kid-friendly music
17. Invite a local "celebrity" to serve lunch or play with the kids. Maybe a local sports team?
18. Have theme days (color/costume/hat/wacky/etc.)
19. Have kids make banners and posters to advertise the site
20. Make an obstacle course
21. Have a board game day or a show and tell day
22. Hold a career opportunity day - Recruit local professionals to come to your site
23. Let the kids put on a play or talent show
24. Have a scavenger hunt
25. Coordinate with other summer activity programs in town



For more tips on increasing participation at SFSP sites contact the Montana Food Bank Network at (406) 721-3825

Everyone Wins With Summer Food!!

Kids

Have access to nutritious meals in a safe environment

Parents

Stretch food dollars and have a safe place for their kids to play

Food Service Workers

Have summer employment

Organizations

Local agencies receive Federal money to run a summer food site or add food to an existing program

Communities

Provide safe places for children to eat, play and grow



Want More Information ?

For more information about the Summer Food Service Program please contact:

The Montana Food Bank Network (MFBN):

(406)-721-3825

Visit the MFBN website for even more SFSP tools to help you plan a site:

www.mfbn.org

View existing SFSP sites across the state:

www.mfbn.org/summerfoodmt

Montana Office of Public Instruction

Sofia Janik – Program Manager, SFSP
(406) 444-2521

The USDA is an equal opportunity provider and employer.

Brought to you by:



MEMBER OF
**FEEDING
AMERICA**

Last Updated March 2014