

Summer Food Service Program

Eligibility Guidance Manual

For Closed Enrolled and Camp Sites

2004

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Important Policy Information

This manual provides Summer Food Service Program (SFSP) sponsors specific guidance for collecting and maintaining the eligibility of closed enrolled and camp sites. In addition, sponsors must adhere to the following policy when maintaining eligibility of closed enrolled and camp sites:

- ❖ Eligibility documentation must be available for review by the first week of program operations. If the site is a camp with sessions, the eligibility documentation must be available by the first week of each respective session.
- ❖ All eligibility documentation must be maintained at each site and available for review at all times during the operation of the program.
- ❖ Eligibility documentation shall include:
 1. A roster(s) coded with individual eligibility determinations of all children in attendance at each closed enrolled site or camp session.
 2. Income eligibility forms or other acceptable documentation (listed in this manual) approved by the sponsor as eligible for free or reduced price benefits. Eligibility forms must be in the same order as they appear on the roster(s).
- ❖ If income application forms collected at the sponsor level are being used to determine eligibility, the only acceptable form is found in the Appendix of this manual as **Attachment IIIA**, "Application For Free And Reduced Price School Meals/Milk." Information on federal policy regarding the determination of children's eligibility for free and reduced price meals is found in **Part 4 - Processing Individual Child Income Applications** (page 11).
- ❖ Income application forms received after June 30, 2004 must be approved using the 2004-2005 school year's income guidelines. Please contact our office to request a copy of these income guidelines.

Sponsors with closed enrolled and camp sites must be aware of the following policy regarding the **sponsor application process**:

- ❖ A roster(s) coded with individual eligibility determinations will be required as part of the sponsor's application for participation in the SFSP. Closed enrolled and camp sites will not be approved until a coded roster is submitted. Sponsors may submit updated rosters to the Department within the first five operating days of the site program/session for all closed enrolled and camp sites.

- ❖ For *closed enrolled* sites, the number of eligibles on the submitted roster(s) will represent 50 percent of the maximum number of meals allowed per meal service for each corresponding site.
- ❖ For *camp* sites, an approved application must be on file for each child receiving a meal for which reimbursement will be sought.
- ❖ Sponsors of closed enrolled and camp sites must announce annually to all participants the availability of free meals to eligible children. The Appendix contains prototypes of both the Parent Letter (**Attachment I**) and the Media Release (**Attachment II**). A copy of the appropriate announcement(s) must be submitted with the sponsor's completed SFSP application.
- ❖ Camp sites will be approved to operate only during the dates permitted by the health department as stated on the camp permit. **Reimbursement will not be paid for dates excluded on the camp permit due to outstanding health department violations.**

According to Sec. 225.15(c)(1) of the federal regulations, the sponsor's records must be available at all times for inspection and audit by representatives of the Secretary, the Comptroller General of the United States, and the State agency for a period of three years following the date of submission of the final claim for reimbursement for the fiscal year. Should you have any questions or need further information, please contact our office at (518) 432-5068.

Part 1

PROCEDURES FOR QUALIFYING CLOSED ENROLLED SITES

Listed below are the different methods a sponsor can qualify a site to operate as a closed enrolled site in the SFSP. In some instances, a sponsor may use more than one method to qualify a site. **It is the sponsor's responsibility to maintain documentation that at least 50 percent of the children enrolled at the site are income eligible.** If 50 percent eligibility is not maintained, the site is not eligible for the SFSP and the sponsor will not receive reimbursement for any meals served at the site.

1. Determining eligibility based on area free and reduced price school meal data for the location of the site.

USDA has granted a waiver that will permit closed enrolled sites located in needy areas to use local school data to meet eligibility requirements. Therefore, any enrolled site located in an area in which at least 50 percent of the children are from households eligible for free or reduced price meals can receive SFSP reimbursement for up to two meals served to children at the site. Under this method sponsors with closed enrolled sites must:

Document that the school(s) in the area from which the site draws its attendance are located in areas in which at least 50 percent of the children are from households eligible for free or reduced price school meals. March 2003 free and reduced price meal data can be used and may be accessed by one of the following methods:

- a. documentation from the eligible school located in the area of the site;
- b. the Department's 2004 eligible open site list; or
- c. reports from the Child Nutrition Management System web site at www.nysed.gov/cn/cnms.htm.

Closed enrolled sites that have qualified using this method are required to announce the availability for free meals. In order to meet this requirement the sponsor must complete a media release and send it to the local news media serving the area from which the sites draws its attendance (i.e.: newspapers, radio, or television stations). A copy of the media release must be submitted with your completed SFSP sponsor application. A prototype is in the Appendix, **Attachment II**. In this instance, the media release is made in lieu of sending the parent letter.

2. Determining eligibility based on income eligibility application forms from other approved agencies.

To qualify individual children, the sponsor may use income eligibility applications on file with a local school district(s) for the School Breakfast Program, the National

School Lunch Program, the School Milk Program, or from an organization participating in the Child and Adult Care Food Program.

Under this method of data collection, sponsors must:

Submit a roster(s) or list of the names of the enrolled children to the school district(s) where these children attend during the school year and request that the school(s) verify each child's eligibility to receive free or reduced price meals. Have the school(s) identify those that are eligible for free or reduced price meals using a checkmark or code, and ask that they return the roster on their school letterhead or return the original roster with a cover letter containing the school letterhead. If 50 percent or more of the children on the roster(s) qualify for free or reduced price meals, the site will qualify as a closed enrolled site. Submit the coded roster(s) to the Department for site approval.

Initiate this process as soon as possible since the Department cannot approve a closed enrolled site until such documentation is obtained, reviewed and approved.

The roster(s) for this type of site should reflect free and reduced price eligibility determinations for all children enrolled between the beginning and ending dates of SFSP operation.

In addition, sponsors can also:

- a. Use documentation of income-eligible Head Start participants, provided and certified by a Head Start grantee. The sponsor should contact the Department if they have questions on the use of Head Start eligibility forms for qualifying the closed enrolled sites.
- b. Establish eligibility of participants in the Workforce Investment Act (WIA) program. To establish SFSP eligibility, sponsors must obtain either:
 - (1) a signed income application with a notation that the applicant is a WIA participant; or
 - (2) a list containing the names and ages of individual WIA participants enrolled at that site, signed by a WIA official.
- c. Establish eligibility of a site based on migrant status. To document migrant status, sponsors must submit information obtained from a migrant organization which certifies that the site serves children of migrant workers. If the site also serves non-migrant children, the sponsor must certify that the site predominantly serves migrant children.

- d. Establish eligibility of a site based on National Youth Sports Program (NYSP) status. To establish eligibility, a sponsor must certify in writing that all of the children who will receive SFSP meals are enrolled participants in the NYSP and meet the income eligibility guidelines of the Department of Health and Human Services. In addition, sponsors must review NYSP records to verify that the information is correct.
- e. Establish eligibility of a site based on Upward Bound Program status. To establish eligibility, a sponsor must certify in writing that the site serves exclusively Upward Bound Program Participants.

3. Determining eligibility of individual enrolled children based on income application forms collected at the sponsor level.

- a. The sponsor must distribute the appropriate income application form and parent letter to all children enrolling at the site and encourage them to complete and return them to the sponsor. Camera-ready copies of the parent letter and the income application form been provided in the Appendix, **Attachments I and IIIA**.
 - **No other income application may be used.**
 - **Be sure to copy both sides of the form before distributing them.**
- b. When income applications are returned, a designated person (reviewing official) must review and approve or deny them. Refer to Part 4 (page 11) for guidance on processing individual child applications.
- c. The sponsor must develop a roster of all children enrolled with coded individual eligibility determinations listed for each child. Eligibility determinations must be coded to avoid overt identification.
- d. At least 50 percent of the returned applications as compared to enrollment must be complete, eligible, approved and maintained for free or reduced price meals in order for the site to be eligible for the SFSP.
- e. Once eligibility has been established for individual children, separate the completed approved applications from those that have been denied. Approved applications should be kept in the same order as the names appear on the roster. During the site and administrative review process the Department will review both the applications and the roster.
- f. If the site's enrollment changes during the summer it must be reflected on the coded roster in order for the site's eligibility to continue. The coded roster for this type of site should reflect free and reduced price eligibility determinations for all children enrolled between the beginning and ending dates of the SFSP operation.

Part 2

PROCEDURES FOR QUALIFYING CAMP SITES

Listed below are the different methods a sponsor can use to qualify children for free meals at a camp site in the SFSP. A sponsor may need to use more than one method to obtain documentation. **Camps may only claim meals served to children who qualify for free or reduced price meals.** It is the sponsor's responsibility to maintain income eligibility documentation for each child receiving a meal for which reimbursement will be sought.

1. Determining eligibility based on approved income eligibility application forms from other agencies

To qualify individual children, the sponsor may use income eligibility applications on file with a local school district(s) for the School Breakfast Program, the National School Lunch Program, the School Milk Program, or from an organization participating in the Child and Adult Care Food Program.

Under this method of data collection, sponsors must:

- a. Submit to the Department, with the SFSP sponsor application, a coded roster(s) and a summary of the number of children enrolled in each session at each camp site who meet the eligibility requirements.
- b. Initiate this process as soon as possible, since the Department cannot approve a camp site until such documentation is obtained, reviewed and approved.
- c. Once eligibility has been established for individual children, separate the completed approved applications from those that have been denied by session. The sponsor must maintain the original income applications (separated by camp sessions) on file for the Department's review at the site.

2. Determining eligibility of individual enrolled children based on income application forms collected at the sponsor level

- a. The sponsor must distribute income application forms to all children enrolling at the site and encourage them to complete and return one of these forms to the sponsor. A camera-ready copy has been provided in the Appendix, **Attachment IIIA**.
 - **No other income application may be used**
 - **Be sure to copy both sides of the form before distributing them**
- b. When the income applications are returned, the reviewing official must review and approve or deny them. Refer to Part 4 (page 11) for guidance on processing individual child applications.

- c. Submit to the Department, with the SFSP sponsor application, a coded roster(s) and a summary of the number of children enrolled in each session at each camp site who meet the eligibility requirements.
- d. Initiate this process as soon as possible, since the Department cannot approve a camp site until such documentation is obtained, reviewed and approved.
- e. Once eligibility has been established for individual children, separate the completed approved applications from those that have been denied by session. The sponsor must maintain the original income applications (separated by camp sessions) on file for the Department's review at the site.
- f. Applications cannot be preprinted or filled in for families to sign. Families must complete the applications. In most instances, original applications should be on file.

Part 3

SPONSOR ANNOUNCEMENT OF THE SUMMER FOOD SERVICE PROGRAM

In accordance with USDA regulation 225.15(e) all sponsors must annually announce the availability of free meals under the SFSP. The type of site(s) a sponsor has will dictate which announcement(s) must be used. Sponsors of closed enrolled sites located in non-needy areas and camp sites must use the "Parent Letter." Sponsors of open sites and/or closed enrolled sites operating in needy areas must use the "Media Release" to announce in the media serving the area from which it draws its attendance, the availability of free meals.

Parent Letter

This announcement should be used by sponsors of closed enrolled sites located in non-needy areas and camp sites. The announcement must be given to all participants in your program. To meet this requirement, sponsors may make the parent letter " a part of your program application.

A copy of the letter used must be submitted with your completed SFSP sponsor application. The prototype parent letter in the Appendix, **Attachment I** should be used as it contains all the required information.

Households enrolling a new child after the start of the program should also be provided a letter at the time of enrollment.

Media Release

This announcement should be used by sponsors of open sites and/or closed enrolled sites operating in needy areas to announce the availability of free meals in the media serving the area from which the site(s) draws its attendance. The media release must be completed and sent to local newspapers, radio/T.V. stations, unemployment offices, department of social services and/or any large employers contemplating layoffs. Sponsors should not pay to have the announcement published.

A copy of the release used must be submitted with your completed SFSP sponsor application. The prototype media release in the Appendix, **Attachment II** should be used as it contains all the required information.

Part 4

PROCESSING INDIVIDUAL CHILD APPLICATIONS

For income applications to be officially approved, the reviewing official must sign and date each one. Applications from a prior year are not valid. Applications can be approved either categorically or based on income. Each is described in detail below:

Categorical Eligibility

Required information to determine categorical eligibility for Food Stamp/FDPIR/TANF households:

- name of child;
- the appropriate Food Stamp, Temporary Assistance to Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier; and
- the signature of an adult household member.

Sponsors should familiarize themselves with valid Food Stamp/TANF/FDPIR case numbers or other FDPIR identifiers used in their areas before beginning application approval. If there is any doubt concerning the validity of the case number submitted on an application, the reviewing official should contact local Food Stamp, TANF or FDPIR officials. Applications with invalid case numbers may not be approved.

Families receiving Food Stamp/TANF are sent a *Direct Certification Letter* once every year, in August, listing all children in the household receiving benefits. These letters can be used in place of an income application and automatically qualify the children listed to receive free meal benefits. In most cases the family has given the letter to the school(s) the child(ren) attends. Copies of these letters are an acceptable means of documentation of benefits. Refer to Part 5, Direct Certification (page 17).

Head Start

Children enrolled in federally-funded Head Start centers that meet the low-income criteria of Head Start Program regulations are considered categorically eligible for free meal benefits.

Even Start

For a child to be categorically eligible for free meals based on their participation in Even Start, the child **must** be enrolled as a participant in a federally-funded Even Start Family Literacy Program and **must** be at the pre-kindergarten level. Categorical eligibility does **not** apply to other family members.

Documentation of a child's participation in a federally-funded Head Start or Even Start is required to establish categorical eligibility for free meals in the SFSP and is obtained from Head Start or Even Start officials.

Income Eligibility

Required information to determine income eligibility

A complete application **must** include all the following required information before the reviewing official can make an eligibility determination:

- name(s) of **all** household members including the child for whom the application is made;
 - social security number of the adult who signs the application or an indication that the household member does not have a social security number;
 - the current amount of income received by each household member identified by the individual who receives it, and the source and frequency of the income, such as wages, welfare, alimony; and
 - signature of an adult household member.
- * If the frequency of the income is not identified, the reviewer must consider the frequency to be weekly.

To determine if a household meets income eligibility requirements, reviewing officials **must** compare the household size and the total household income to the current income eligibility guidelines. Income applications received on or before June 30 of the program year must be approved using the income eligibility guidelines of the current school year. Income applications received after June 30 must be approved using the next school year's income eligibility guidelines. Current income eligibility guidelines can be found in the Appendix, **Attachment IV**. Please contact the Department to request a copy of the *2004-2005* guidelines if needed.

When a household reports zero income or a temporary reduction in income, eligibility **must** be determined based on the current income rather than on regular annual income. When the household's circumstances change, the family should complete and send a new application to the sponsor.

Determining household size, household/economic unit

Sponsors may be asked by households for guidance on whom to include as a household member or what to include as income on the income application. Although sponsors may have to use their own discretion in some instances, the following guidelines are intended to provide assistance in answering questions from households and in making income eligibility determinations.

What constitutes a household/economic unit

A group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit, and who share housing and/or significant income and expenses of its members. Generally, individuals residing in the same house are an economic unit. However, more than one economic unit may reside together in the same house. Separate economic units in the same house are characterized by prorating expenses and economic independence from one another.

Special Situations

Adopted Child - An adopted child for whom a household has accepted legal responsibility is considered to be a member of that household. If the adoption is a subsidized adoption (children who are difficult to place), the subsidy is included in the total household income.

Child Attending an Institution - A child who attends but does not reside in an institution is considered a member of the household in which he/she resides.

Child Away at School - A child who is temporarily away at school (e.g., attending boarding school or college) should be counted as a member of the household.

Child Living with One Parent, Relative, or Friends - In cases where no specific welfare agency or court that is legally responsible for the child or where the child is living with one parent, other relatives, or friends of the family, the child is considered to be a member of the household with whom he/she resides. Children of divorced or separated parents are generally part of the household that has custody.

Emancipated Child - A child living alone or as a separate economic unit is considered to be a household of one.

Foreign Exchange Student - A foreign exchange student is considered to be a member of the household in which he/she resides, i.e., the household hosting the student.

Foster Child - A foster child is a child who is living with a household but who remains the legal responsibility of the welfare agency or court. Such a child is considered a household of one.

Institutionalized Child - An institutionalized child is a child who resides in a residential-type facility that the State has determined is not a boarding school. Such a child is considered a household of one.

Joint Custody - In cases where joint custody has been awarded and the child physically changes residence, the child is part of the household where he/she resides. Therefore, the child's eligibility could change monthly, weekly, or even daily depending on the rotating time periods at each household.

Family Members Living Apart - Family members living apart on a temporary basis are considered household members. Family members not living with the household for an extended period of time are not considered members of the household for purposes of

determining eligibility, but any money made available by them or on their behalf for the household is included as income to the household.

Determining Household Income Reportable Income

Income is any money received on a recurring basis, including **gross** earned income, unless specifically excluded by legislation. Specifically, gross earned income means all money earned before such deductions as income taxes, employee's social security taxes, insurance premiums, and bonds.

Income includes the following:

Earnings from Work

Wages, salaries, tips, commissions, net income from self-owned business and farms, strike benefits, unemployment compensation, and worker's compensation.

Welfare/Child Support/Alimony

Public assistance payments/welfare receipts (TANF, General Assistance, General Relief, etc.), alimony or child support payments, BUT NOT FOOD STAMP OR FDPIR BENEFITS.

Pensions/Retirements/Social Security

Pensions, retirement income, social security, supplemental security income, and veterans payments.

Any Other Income

Net rental income; annuities; net royalties; disability benefits; interest; dividend income; cash withdrawn from savings; income from estates, trusts, and/or investments; regular contributions from persons not living in the household; and any other money that may be available to pay for the child(ren)'s meals.

Current Income

Households **must** report current income on the application. Current income means income received by the household during the month prior to application. If this income is higher or lower than usual and does not fairly or accurately represent the household's actual circumstances, the household may project its annual rate of income based on the guidelines identified below.

Special Situations

Projected Income for Seasonal Workers and Others - Seasonal workers, such as migrants, and others whose income fluctuates usually earn more money in some months than in other months. Consequently, the previous month's income will commonly distort the household's actual circumstances. In these situations, the household may project its annual rate of income and report this amount as its current

income. If the prior year's income provides an accurate reflection of the household's current annual rate of income, the prior year may be used as a basis for the projected annual rate of income.

Income for the Self-Employed - Self-employed persons may use last year's income as a basis to project their current year's net income, unless their current net income provides a more accurate measure. Self-employed persons are credited with net income rather than gross income. Net income for self-employment is determined by subtracting business expenses from gross receipts.

- Gross receipts include the total income from goods sold or services rendered by the business.
- Deductible business expenses include the cost of goods purchased, rent, utilities, depreciation charges, wages and salaries paid, and business taxes (not personal, federal, State, or local income taxes).
- Non-deductible business expenses include the value of salable merchandise used by the proprietors of retail businesses.
- Net income for self-employed farmers is figured by subtracting the farmer's operating expenses from the gross receipts.
 - Gross receipts include the value of all products sold; money received from the rental of farm land, buildings, or equipment to others; and incidental receipts from the sale of items such as wood, sand, or gravel.
 - Operating expenses include cost of feed, fertilizer, seed, and other farming supplies; cash wages paid to farmhands; depreciation charges; cash rent; interest on farm mortgages; farm building repairs; and farm taxes (but not local, State, and federal income taxes).

Income from Wages and Self-Employment - For a household with income from wages and self-employment, each amount **must** be listed separately. When there is a business loss, income from wages may not be reduced by the amount of the business loss. If income from self-employment is negative, it should be listed as zero income.

Income Exclusions

Income **not** to be reported or counted as income in the determination of a household's eligibility for free and reduced price benefits includes:

- any cash income or value of benefits a household receives from any Federal program that excludes such income by **legislative prohibition**, such as the value of Food Stamps provided under the Food Stamp Program.

- **student financial assistance** provided for the costs of attendance at an educational institution, such as grants and scholarships, awarded to meet educational expenses and not available to pay for meals.
- **loans**, such as bank loans, since these funds are only temporarily available and **must** be repaid.
- the value of **in-kind compensation**, such as housing for clergy any other non-cash benefit.
- **occasional earnings** received on an irregular basis, e.g., not recurring, such as payment for occasional baby-sitting or mowing lawns.

Special Situations

Military Benefits - Military benefits received in cash, such as housing allowances for military households, Family Subsistence Supplemental Allowance (FSSA) and food or clothing allowances, **must** be considered as income. An in-kind benefit where the household receives no cash is not counted.

Foster Child's Income - Only the child's personal income is considered for eligibility purposes.

Institutionalized Child's Income - Payments from any source directly received by the institution on a child's behalf are not considered as income to the child. Only the income a child earns from full-time or regular part-time employment and/or personally receives while in residence at the institution is considered as income.

Child's Income - The earnings of a child who is a full-time or regular part-time employee **must** be listed on the application as income. However, occasional earnings, such as income from occasional baby-sitting or mowing lawns, should not be listed on the application as income.

Alimony and Child Support - Any money received by a household in the form of alimony or child support is considered as income to the receiving household. However, any money paid out for alimony or child support may not be deducted from that household's reported gross income.

Lump Sum Payments - Lump sum payments or large cash settlements are not counted as income since they are not received on a regular basis. These funds may be provided as compensation for a loss that **must** be replaced, such as payment from an insurance company for fire damage to a house. When lump sum payments are put into a savings account and the household regularly draws from that account for living expenses, the amount withdrawn is counted as income.

Garnisheed Wages and Bankruptcy - Income is the gross income received by a household before deductions. In the case of garnisheed wages and income ordered to be used in a specified manner, the total gross income **must** be considered regardless of whatever portions are garnisheed or used to pay creditors.

Part 5

DIRECT CERTIFICATION

Simplified Certification Process

Direct certification is a simplified method of determining children's eligibility for free meals under the SFSP without having the family complete an application. Families receiving Food Stamp/TANF are sent a *Direct Certification Letter* once every year, in August, listing all children in the household receiving benefits. These letters can be used in place of an income application and automatically qualify the children listed to receive free meal benefits. In most cases the family has given the letter to the school(s) the child(ren) attends. Copies of these letters are an acceptable means of documentation of benefits.

Household Responsibility

Households **must** notify the Sponsor if their status changes, i.e., they are no longer receiving Food Stamp/TANF benefits.

Part 6
LIMITED DISCLOSURE

Sponsors are allowed to use school-based eligibility information to document an enrolled or camp site's eligibility for the SFSP. Parental consent forms are not required in order to provide this information to SFSP Sponsors. The School Food Authority (SFA) is not required to provide this information, however sponsors that have encountered resistance from their local SFA should contact the Department.

Please contact the Summer Food Service Program unit at (518) 432-5068 for additional information or a copy of the policy regarding limited disclosure.

Part 7
APPENDIX

Sample Parent Letter

INSERT YOUR AGENCY LETTERHEAD

The (Name of Sponsoring Organization) is participating in the Summer Food Service Program. Meals will be provided to all eligible children free of charge. (To be eligible to receive free meals at a camp, children must meet the income guidelines for reduced price meals in the National School Lunch Program). Children who are part of households that receive foods stamps, or benefits under the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance to Needy Families (TANF) are automatically eligible to receive free meals. The following 2003-2004 income eligibility standards will be used for determining eligibility for free meals:

<u>Household Size</u>	<u>Income Eligibility Guidelines</u>		
	<u>Yearly</u>	<u>Monthly</u>	<u>Weekly</u>
1	\$16,613	\$1,385	\$ 320
2	\$22,422	\$1,869	\$ 432
3	\$28,231	\$2,353	\$ 543
4	\$34,040	\$2,837	\$ 655
5	\$39,849	\$3,321	\$ 767
6	\$45,658	\$3,805	\$ 879
7	\$51,467	\$4,289	\$ 990
8	\$57,276	\$4,773	\$1,102

For each additional family member, add \$ 5,809 \$ 485 \$ 112

Acceptance and participation requirements for the program and all activities are the same for all regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service. Meals will be provided at site(s) and times as follows:

<u>Name and Address of Site(s)</u>	<u>Meal(s) and Serving Time(s)</u>	<u>Meal Service Dates</u>
<i>(Enter camp and/or closed enrolled site(s) information)</i>	_____	_____
_____	_____	_____

- Eligibility has been established for the site(s) listed. No further documentation is required.
- Please fill out and return an "Application for Free and Reduced Price School Meals/Milk."

Persons interested in receiving more information should contact:

(Name, Address and Phone Number of Sponsor)

Any person who believes he or she has been discriminated against in any USDA-related activity should write or call immediately to: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410.(202) 720-5964 (voice or TDD)

(Signature of Authorized Representative)

(Date)

DO NOT INCLUDE THIS IN PARENT LETTER**INSTRUCTIONS:**

1. Sponsors of camp sites must use this letter.
2. Sponsors of closed enrolled sites in non-needy areas must use this letter.
3. Sponsors must check the appropriate box to indicate whether households must fill out and return an "Application for Free and Reduced Price School Meals/Milk" or if eligibility has already been determined.
4. A copy of this letter must be submitted with the completed SFSP sponsor application.

Sample Media Release
INSERT YOUR AGENCY LETTERHEAD

The (Name of Sponsoring Organization) announces its participation in the Summer Food Service Program (SFSP). Meals will be provided to all children 18 years and under without charge. Acceptance and participation requirements for the program and all activities are the same for all regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service. Meals will be provided at the sites and times as follows:

Name & Address of Sites(s)	Meals(s) Available & Serving Time(s)	Meal Service Dates
<u>(Enter open and restricted open site information)</u>	_____	_____
_____	_____	_____
_____	_____	_____

Children participating in the following program(s) will be provided free meals:

Name & Address of Program(s)	Meals Provided
<u>(Enter closed enrolled site(s) information for which open site data was used to qualify)</u>	_____
_____	_____

Persons interested in receiving more information should contact:

(Name, Address and Phone of Sponsor)

Any person who believes he or she has been discriminated against in any USDA-related activity should write or call immediately to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410. (202) 720-5964 (voice or TDD)

X _____ (Date)
(Signature of Authorized Representative)

DO NOT INCLUDE THIS IN YOUR MEDIA RELEASE

INSTRUCTIONS:

1. Sponsors with sites in needy areas must submit this release to the media. This media release will be made available to _____ (Name of news media). DO NOT pay to have this put into the paper.
2. Sponsors of restricted open sites must state that attendance will be limited and give the reason why.
3. A copy of the release must be submitted with the completed SFSP application.

