



Elementary, Middle, Secondary and Continuing Education
School Operations and Management
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TO: All SFSP Sponsors
All Potential SFSP Sponsors

FROM: Frances N. O'Donnell, Coordinator

SUBJECT: The Summer Food Service Program - **DATED MATERIAL**

The State Education Department is seeking school food authority (SFA), government, residential summer camp, private nonprofit organization, and National Youth Sports Program sponsors, as well as SFAs that are interested in providing meals for other sponsors, for the Summer Food Service Program (SFSP). This program is funded by the United States Department of Agriculture (USDA) and provides meals free of charge to children in areas where poor economic conditions exist. The Department's goal in administering the SFSP is to increase its availability in order to assist children, 18 years and younger, in maintaining adequate nutrition throughout the year, especially during the summer months when many school children may be at risk for hunger.

Last summer, only 300,000 of New York State's children participated daily in the SFSP during July and August compared to approximately 1.6 million children that participate daily in the lunch program during the regular school year. Statewide, more than 63 percent of the children are from families who may lack the resources in the summer to replace the vital nutrients provided by the National School Lunch and Breakfast programs during the school year. Each summer, many of the children from these households face the challenge of not knowing where their next meal is coming from. Consequently, each fall, educators are faced with the challenge of educating children that lack the physical and mental capabilities to learn as a result of poor nutrition.

Needy areas are defined as geographic locations where 50 percent or more of the children enrolled during the school year are eligible for free and reduced price meals. Sites that meet this criterion would be considered open sites, where all children from the community would be allowed access to summer meals. [Attachment A](#) identifies schools that qualify as open sites for the SFSP this summer, based on March 2003 free and reduced price application data. [Attachment B](#) identifies schools that qualify as open sites for the SFSP this summer based on 2002-2003 elementary school free and reduced price application data. These schools are either K-12 schools or other schools where elementary school data was extracted from reported data in order to qualify them as open sites.

School buildings that fall below the 50 percent criteria, and consequently do not appear on either Attachment A or Attachment B, can use US Census data to identify "pockets of poverty" within district boundaries for possible site selection. For example, targeted serving areas may be comprised of low-income apartment complexes or mobile home parks. In addition, family eligibility criteria, already on file in your district/school, can be used to establish enrolled meal service sites. The "**Summer Food Service Program Eligibility Guidance Manual for Closed Enrolled and Camp Sites**" has been enclosed to provide specific guidance for establishing and maintaining the eligibility of closed enrolled and camp sites.

The most significant barriers to participation in the SFSP are a lack of sponsors and/or meal sites in many needy areas across the State. SFAs are the ideal sponsors of the SFSP because they have the equipment and knowledge and in many instances, staff, that are willing to work in the summer. If the SFA is unable or unwilling to become a SFSP sponsor, they can assume a less responsible role and become a vendor that provides meals to other sponsors such as other schools, parks and recreation, housing authorities, etc. As the vendor, the SFA's only requirement is to enter into a noncompetitive agreement with a sponsor to prepare and deliver meals, and maintain records of meals delivered to sites for payment purposes. The receiving institution becomes the sponsor and they assume the responsibility to submit claims for reimbursement as well as maintain all other required paperwork.

The USDA, in an effort to increase sponsor participation, is offering SFAs a waiver option. This waiver omits several of the SFSP specific regulations and follows more of the School Breakfast Program (SBP) and the National School Lunch Program (NSLP) regulations to promote a seamless transition from the school year programs to the summer program. The New York State Education Department will be accepting applications for the waiver this summer. Information regarding the waiver will be reviewed at the sponsor training. Additional information and a waiver application will be sent with the 2004 SFSP application packet to all new and experienced sponsors in March.

[Attachment C](#) contains the “Letter of Intent to Operate a SFSP Program” which serves as formal notification to the Department of an organization’s intent to operate as a new SFSP sponsor in 2004. Organizations that did not operate as a sponsor in 2003 must complete the form and fax or mail it to the SFSP office before March 5, 2004.

[Attachment D](#) is a list of sponsors that participated in the SFSP in 2003. Organizations interested in starting a program should consult this list to determine if there is currently a sponsor in your area. If there is, you may want to contact them to discuss ways to best serve the area. This may entail adding new sites under the experienced sponsor instead of having two sponsors in the same area.

For additional information about the SFSP, please call (518) 432-5068. If you are interested in starting a program this year, please fill out the “Letter of Intent to Operate a SFSP Program” as soon as possible so we can assist in ensuring that you plan and prepare for a successful summer.

The New York State Education Department in accordance with Federal Law and U.S. Department of Agriculture policy is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326 W. Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964(voice and TDD). The USDA is an equal opportunity provider and employer.

Enclosures

2004 Open Eligible K-12 Buildings

Schools listed in **bold** do not appear on the “Summer 2004 Eligible Open Sites” list.

County	School LEA Code	School
Allegheny	021601040004	Friendship Central
	022401040003	Scio Central
	022101040001	Whitesville Central
Chautauqua	062401040001	Ripley Central
Delaware	120102040001	Andes Central
	120401040001	Charlotte Valley
	121702040001	South Kortright Central
Essex	150203040001	Crown Point Central
Herkimer	211701040001	Owen D. Young Central
Jefferson	220909040001	Belleville Henderson Central
	221401040001	La Fargeville Central
Otsego	471101040001	Milford Central
St. Lawrence	511301040002	Hermon-Dekalb Central
	512404040001	Heuvelton Central
	512101040002	Morristown Central
Steuben	570201040002	Avoca Central
	570401040001	Bradford Central
	571501040001	Greenwood Central
Suffolk	580909020001	Bridgehampton

**LETTER OF INTENT TO OPERATE A
SUMMER FOOD SERVICE PROGRAM (SFSP) IN 2004**

For organizations that did not participate as a sponsor in 2003,
please complete this form and fax to (518) 432-5069 by March 5, 2004

Administrative Official
(Print or Type)

SFSP Contact Person
(Print or Type)

Name _____

Name _____

Title _____

Title _____

Permanent Business Address

Permanent Business Address

Phone _____

Phone _____

Fax _____

Fax _____

Email _____

The (organization's legal name) _____ intends
to operate a Summer Food Service Program (SFSP) in New York State under the administration of the
New York Education Department during the 2004 summer.

Check where applicable:

Organization was a SFSP sponsor
_____ (enter last year if sponsorship)

Organization has never been a SFSP in
sponsor

Organization Type: School Government Non-profit Camp

Nation Youth Sports Program Migrant

Our organization has Internet access for the purpose of filing reimbursement claims on-line.

Anticipated number of meal service sites _____ Projected # of children participating _____

Projected dates of operation:

(earliest date a site(s) will operate) _____ to the (latest date site(s) will operate) _____

Fax To: (518) 432 – 5069 by March 5, 2004