



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY,
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Office for Elementary, Middle, Secondary and Continuing Education
School Operations and Management Services
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February, 2003

TO: New York State Summer Food Service Program Sponsors

FROM: Frances N. O'Donnell, Coordinator

SUBJECT: The Summer Food Service Program

On October 1, 2002, the United States Department of Agriculture, Food and Nutrition Service (FNS) authorized the New York State Education Department (NYSED) to assume complete administrative authority over all Summer Food Summer Programs (SFSP) operating in New York State. Prior to October, the FNS shared responsibility with the Education Department and administered all private non-profit, residential camp and National Youth Sports Programs (NYSP) operating in New York State.

The New York State SFSP is currently the largest program in the entire United States. In 2002, 303 sponsors were approved to operate more than 3,000 sites in New York. As a result of the increase in administrative responsibility, 4 full time professional and 1 support staff have been hired for the Summer Food Service Program unit to work with the existing 6 professional and 1 support staff that have been administering all school and government SFSP programs since 1998.

The SFSP unit is in the process of developing and preparing a variety of materials and resources for the 2003 SFSP Program. Sponsor training workshops have been scheduled for March and April (Attachment D). Also, in an effort to plan for the coming year, we are asking all sponsors planning to participate in the 2003 SFSP to complete and return the "Sponsor's Letter of Intent to Operate a SFSP Program" (page 3). This form will serve as the sponsor's formal notification to the Department of their intent to operate a SFSP program this summer. Please complete the form and fax or mail to the SFSP office before March 7, 2003.

The application process will begin in March. All sponsors participating in the SFSP under the Education Department or USDA's administration in 2002 and potential new sponsors that have contacted NYSED will be mailed an application packet. All sponsors operating under USDA in 2002 will receive a "new" sponsor application packet for the purpose of providing current information for administrative and reimbursement purposes.

The SFSP unit's goal for 2003 is to provide adequate resources and assistance for sponsors to operate successful programs and to provide more opportunities for needy children to access meals

during the summer when school is not in session. For more information about the SFSP please call (518) 432-5068 or (518) 432 5064.

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.

SPONSOR'S LETTER OF INTENT TO OPERATE A SUMMER FOOD SERVICE PROGRAM (SFSP) IN 2003

Supervising Official

SFSP Contact Person

Name _____

Name _____

Title _____

Title _____

Address _____

Address _____

Phone _____

Phone _____

Fax _____

Fax _____

The (sponsor 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 2003 summer.

The following information is the sponsor's projected plan for the 2003 program. (circle type)

Sponsor Type: School Government Non-profit Residential Camp

Nation Youth Sports Program Total number of sites _____

Projected dates of operation:

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

Check ONE

___ The sponsor has Internet access for the purpose of filing reimbursement claims on-line.

___ The sponsor does not have Internet access for the purpose of filing reimbursement claims on-line.