

Introduction

The U.S. Department of Agriculture's (USDA) Summer Food Service Program (SFSP) relies on innovative and collaborative efforts to reach children in need. USDA encourages collaborations with valued partners at the National, State, and local levels to raise awareness about the nutrition gap low-income children face when schools close for the summer and the availability of summer meals to close this gap. The SFSP was established to ensure that low-income children continue to receive nutritious meals when school is not in session. Free meals that meet Federal nutrition guidelines are provided to all children at approved SFSP sites in areas with significant concentrations of low-income children. The SFSP operates primarily in the summer months – from May through September, but may also provide meals during vacation breaks in schools that are operated on a year-round basis or a continuous school calendar, or during emergency school closures from October through April.

During the summer of 2018, Wisconsin served 2.9 million meals at 965 sites operated by 240 different Sponsors.

Guide Contents

The following 12 one page resources review important information Sponsors need to know when planning to operate the SFSP in Wisconsin. When more detailed information is needed on a topic, refer to the USDA Guidance Manuals for Sponsors. Additional resources and prototype forms for recordkeeping accompany the related one page resource. All can be found online at: <https://dpi.wi.gov/community-nutrition/sfsp/market>. Highlighted resources have been updated for summer 2019. All others remain current.

1. Application Process

- Sample Letter to the Health Department Agreement/Policy Statement
- Appeal Procedure
- Serious Deficiency Policy
- List of Sponsors to be reviewed in 2019

2. Sponsor & Site Eligibility

- Site Definitions & Eligibility Documentation
- Sponsor/Site Agreement

3. Documenting Participant Eligibility

- Household Letter
- Household Application Instructions
- Household Application
- Household Size – Income Scale
- Categorical Eligibility Tips

4. Meal Service Requirements

- Meal Pattern Chart
- Offer Versus Serve
- Farm to Summer
- Field Trip Request Form

5. Production Planning

- Production Worksheets, Records
- Grain Bread Chart
- Crediting Products Flowchart
- Product Formulation Statement Evaluation
- USDA Foods Q & A

6. Procurement

- Vendor Agreement – Purchasing from a school
- Vendor Agreement (\$250,000 and under)

Procurement Log

- Certification Statement – Suspension & Debarment
- Federal Contract Provisions

7. Training

- Training Checklists
- Training Documentation Form

8. Monitoring Sites

- Pre-operational Site Visit Form
- Site Review Form – Vended
- Site Review Form – Self-prep

9. Civil Rights Requirements

- Race-Ethnicity Data Form
- Prototype Media Releases

10. Accurate Meal Counting

- Sample Meal Count Forms
- Field Trip Meal Count Form

11. Program Reimbursement

- Reimbursement Rates
- Determining Potential Reimbursement Form
- Claim Form and Instructions
- Certification for Second Months Advance

12. Financial Management

- Inventory Record
- Timesheets
- Mileage Record



Additional Resources for Your Operation

USDA and DPI provide numerous resources for Sponsors to reference to assist in the operation of a successful Program.

The **SFSP websites** are a great starting point to find all web-based Program resources.

DPI: <https://dpi.wi.gov/community-nutrition/sfsp>
USDA: <http://www.fns.usda.gov/sfsp/summer-food-service-program-sfsp>

The **Guide to Operating the SFSP** provides the need-to-know information for operating the SFSP in Wisconsin. These one page resources can be found online at: <https://dpi.wi.gov/community-nutrition/sfsp/market>.

The **USDA SFSP Guidance Manuals** are the companion manuals to the DPI SFSP one pager resources. The USDA manuals provide detailed guidance for sponsors, monitors, and site supervisors. The manuals can be found online at: <https://dpi.wi.gov/community-nutrition/sfsp/market>.

The **FNS Policy Memos** webpage includes up-to-date information about important Program changes: <http://www.fns.usda.gov/sfsp/policy>.

The **Legislation** webpage provides an overview of government legislation impacting the Program: <http://www.fns.usda.gov/sfsp/legislation>.

The **Summer Toolkit** includes tips and resources to help sponsors prepare for and improve the Program: <http://www.fns.usda.gov/cnd/summer/library/toolkit.pdf>.

The **Mapping Tools** page can be used to find underserved areas and potential partners: <http://www.fns.usda.gov/sfsp/mapping-tools-summer-meal-programs>.

The **Summer Meals Best Practices** webpage is full of inspiring SFSP success stories from across the country: <http://www.fns.usda.gov/sfsp/best-practices>

The **Farm to Summer** webpage includes tips on how to improve Summer Meal Programs through the integration of local foods and related enrichment activities: <https://dpi.wi.gov/community-nutrition/sfsp/farm-summer>

The **FNS monthly Summer Meals Newsletters** offer timely tips sponsors can use to improve Program outreach and expansion: <http://www.fns.usda.gov/sfsp/summer-meal-newsletters>

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- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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