

# 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 2019, Wisconsin served 2.9 million meals at 1001 sites operated by 254 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 2020. 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 2020

### 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 **Institute of Child Nutrition (ICN)** webpage provides education, training, and technical assistance for Child Nutrition programs: <https://theicn.org/>.

The **Summer Toolkit** includes tips and resources to help sponsors prepare for and improve the Program: <https://www.fns.usda.gov/summer-food-service-program-outreach-toolkit-sponsors-and-feeding-sites>

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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1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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