

# Sponsor & Site Eligibility



## IN THE SUMMER FOOD SERVICE PROGRAM

Sponsors are eligible organizations that assume total responsibility for the administration of the SFSP. Sites are the locations where meals are served to children in a supervised setting. For sites to be eligible sites, they must serve children in low-income areas or serve specific groups of low-income children.

### Who can sponsor the SFSP?

- Public or private non-profit school food authorities
- Public or private non-profit colleges or universities
- Public or private non-profit residential summer camps
- Units of local, county, municipal, state or federal government
- Any other type of private non-profit organization

All sponsors must also be tax exempt and demonstrate the administrative and financial ability to manage a food service effectively. Most sponsors must provide a year round public service to the area in which they intend to provide the SFSP.

### Sponsor Responsibilities

At a minimum, sponsors will:

- Attend the State Agency training
- Locate and recruit eligible sites
- Hire, train and supervise staff/volunteers
- Competitively procure food/supplies to prepare meals or hire a vendor for meal preparation
- Monitor all sites for compliance
- Prepare claims for reimbursement
- Maintain records for 3 years, plus the current year

### Specific Eligibility Requirements for Sponsors

To be deemed eligible, sponsors must:

**Demonstrate Financial and Administrative Capability** – All sponsors must submit a budget with the SFSP application annually and accept final financial and administrative responsibility for all sites.

**Not Be Seriously Deficient** – Applicants must not have been declared seriously deficient or terminated from the SFSP or any other Child Nutrition Program. If the State Agency determines a sponsor has taken corrective action to permanently correct the deficiencies and/or the debt has been paid, the Sponsor may be approved to participate once again.

**Serve Low-Income Children** - Sponsors must agree to provide regularly scheduled meal service for children in designated low-income areas or they must agree to serve low-income children (except camps).

**Conduct a Non-profit Food Service** – The food service operation must be for the benefit of participating children and all the Program reimbursement funds are used solely for the operation or improvement of the food service.

**Provide Year-round Service** – Sponsors must provide a year-round public service to the area in which they intend to provide the SFSP. Exceptions may be granted for sponsors of residential camps, migrant sites, and in certain other limited circumstances.

**Have Management Control Over Sites** – Sponsors must demonstrate in their applications that they will exercise management control over the meal service at all of their sites. This means that the sponsor is responsible for maintaining contact with meal service staff, ensuring that they are trained, and will monitor the sites throughout Program participation. For sites not legally affiliated with the sponsor's organization, the sponsor should enter into an agreement with the site official. A sample **Sponsor/Site Agreement** is available online at: <https://dpi.wi.gov/community-nutrition/sfsp/market>.

**Conduct Pre-Operational Visits** – Prior to approval, sponsors must visit new sites and sites that had operational problems the previous year.

**Sign Written Agreements** – Approved sponsors must sign a permanent written agreement with the State Agency.



## Types of Sites & Eligibility

Sponsors may operate the SFSP at one or more sites, for any period during the summer months as long as the site and meal services have been approved by DPI prior to the start of the site operating. Sponsors may have different site types that serve different meals. When more than one sponsor operates in a community, the sponsors should work together to ensure needs are met without duplicating services. DPI can assist sponsors in determining the appropriate site types and related eligibility documentation.

### Open Sites

Meals are made available to all children in the area on a first-come, first-serve basis. Open sites must be located within the attendance area of a school that has 50% or more of its children eligible for free and reduced price meals (i.e. School Data) or within a census tract that qualifies. Schools with academic summer school are required to be open to the community.

**Meals Eligible for Reimbursement:** breakfast, lunch, supper, supplement (snack). Open, Restricted Open, and Closed Enrolled Sites can choose to serve up to 2 meal services per day in any combination other than lunch and supper on the same day. Camps and migrant sites may serve up to 3 meal services per day.

### Restricted Open Sites

Operates much like an open site, but there is a need to restrict or limit meal participation for reasons of space, security, safety, or control. Sponsors must make it publicly known that the site offers free meals to children, but it will be limited for the reasons noted above. Determining the eligibility of the site is the same as a regular open site.

### Closed Enrolled Sites

Meals are made available to only the enrolled group of children attending the site, as opposed to the community at large. Many times this site type is selected because the site is offering programs geared toward a specific group of children. Closed enrolled sites may be eligible based on area just like an open or restricted open sites OR it may be located outside of an eligible area, but then at least 50% of the children enrolled must be considered to be low-income. When not area eligible, sponsors are required to keep enrollment records and participant eligibility documentation each month to verify that at least 50% of the children are eligible.

### Camp Sites

Camps can be residential or nonresidential day camps that offer regularly scheduled food service as part of an organized program for enrolled children. Unlike open, restricted open, and closed enrolled sites, sponsors of both residential and nonresidential camps do not have to establish area eligibility. However, they must collect and maintain participant eligibility documentation. Camps are only reimbursed for those enrolled children who meet the free and /or reduced-price eligibility standards.

### Migrant Sites

These sites can operate like area-eligible open or restricted open sites and are reimbursed for meals served to all attending children. Migrant status is confirmed annually by having the Sponsor submit information obtained from a migrant organization that certifies that the site serves a majority of children of migrant workers. DPI migrant education programs will qualify as a Migrant Site in the SFSP.

### Participant Eligibility for Closed Enrolled and Camp Sites

There are a variety of ways to determine participant eligibility for Closed Enrolled and Camp Sites. Some methods depend on the Program being offered. In most cases, participant eligibility is determined through Household Applications collected from the families OR by obtaining documentation from a school district participating in the National School Lunch Program. More information regarding participant eligibility based on site type and program can be found in **Documenting Participant Eligibility** and Household Application materials can be found on the DPI website: <https://dpi.wi.gov/community-nutrition/sfsp/market>.

### Determining Eligibility Using School and Census Data

Sponsors may use free and reduced data from elementary, middle or high schools to qualify SFSP sites. The site must be located within the attendance area of a school that has at least 50% of its children eligible for free and reduced price meals. DPI collects school data annually which can be found online at: <https://dpi.wi.gov/school-nutrition/program-statistics>. If not located within an eligible attendance area, sponsors may look at census data to see if perhaps the potential site(s) fall within a tract that qualifies. The USDA Capacity Builder Mapping Tool can assist sponsors in making eligibility determinations and locating eligible areas within their community: <https://www.fns.usda.gov/capacitybuilder>.