



How to Become a SFSP Site?

The US Department of Agriculture (USDA) Summer Food Service Program (SFSP) provides reimbursement to organizations for serving free nutritious meals and snacks to children 18 and younger. These meals help to keep children and teens nourished during the summer months when school is out and provide the nutrition they need to continue to grow and learn. To learn how an agency or a particular summer program for kids or teens may become a SFSP meal site under another organization's sponsorship, see the information below:

- **What is a Site:** A site is the physical location, approved by the State Agency, where meals are served during a specific time. Any changes to the serving times and dates, including field trips must be communicated with the sponsoring agency and approved by the State Agency prior to the changes taking effect.
- **Who Can Become a Site:** Any organization that has regular programming for children and teens in the summer but does not have the financial or administrative ability to prepare/provide meals at their location. Most often, sites can provide space and supervision for the meal service while the sponsoring organization provides the daily meals, annual training, and the administrative support. While not mandatory, many sites provide recreational or enrichment activities to accompany free meal service. Meal service sites may be in a variety of settings, including schools, universities, recreation centers, playgrounds, parks, churches, community centers, day camps, residential summer camps, housing projects, and migrant programs.
- **Site Eligibility Requirements are determined by Federal Regulations:** Most sites qualify for the program by being located within the attendance area of a school where at least 50% of its children are eligible for free and reduced-price meals or by the US Census tract data. State Agency will assist sponsors in determining eligible site locations, appropriate site type, and the process for documenting participant eligibility, when needed.
- **Meal Types Served:** To determine the meal types offered, i.e. Breakfast, Snack, Lunch or Supper, the site organizers must communicate with the sponsoring agency. In addition, site staff must work with the sponsoring agency during program monitoring visits and be willing to meet the SFSP regulations to ensure regulatory compliance. Sites will not file claims for reimbursement or handle the financial obligations as program reimbursement is paid directly to the sponsor.
- **Main Responsibilities of a Site Staff Include:**
 - Attend annual sponsor training, including Civil Rights training
 - Supervise meal service and any (optional) activities at the site
 - Distribute meals according to SFSP guidelines
 - Maintain daily records of point-of-service meal counts and any allowable program costs
 - Operate in compliance with all local health codes by keeping the site clean and sanitary
 - Manage site staff/volunteers and communicate with a sponsor daily
 - Promote the program to the local community and ensure access to free meals for all eligible participants

For more information and to help determine if a potential site meets the eligibility requirements, contact the State Agency at summermeals@doe.in.gov