

**SUMMER FOOD SERVICE PROGRAM**

**ORIENTATION  
AND  
ORGANIZING GUIDE**

(For All Sponsors  
Except Residential Camps)

**Revised January 2012**



**CHILD NUTRITION PROGRAMS  
802-828-2447**

## **ABOUT THIS GUIDE**

This Guide provides a brief summary of important information about the Summer Food Service Program, plus some strategies for assisting sponsors in making the most of available resources to reach the maximum number of children possible.

Once a school, agency, or organization has decided to become a Summer Food Service Program sponsor, the Vermont Department of Education Child Nutrition Programs can provide handbooks containing more detailed information about the operation of the program. In addition, any required forms, sample documents, and forms to streamline and organize recordkeeping will be provided.

Revised 2012

SFSP Coordinator  
Vermont Department of Education  
CHILD NUTRITION PROGRAMS  
120 State Street  
Montpelier, VT 05620  
802/828-5155

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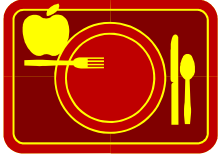
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## GENERAL INFORMATION

### **Purpose of the Summer Food Service Program**

For children, there are serious consequences of poor nutrition and hunger. The ability to learn and potential for growth are severely affected by poor or insufficient dietary intake. Since studies have shown that most low-income children receive a large share of their nutrient intake from school food programs, the unavailability of regular school meals during the summer can cause a decline in overall health and learning ability that lasts far beyond the vacation months.

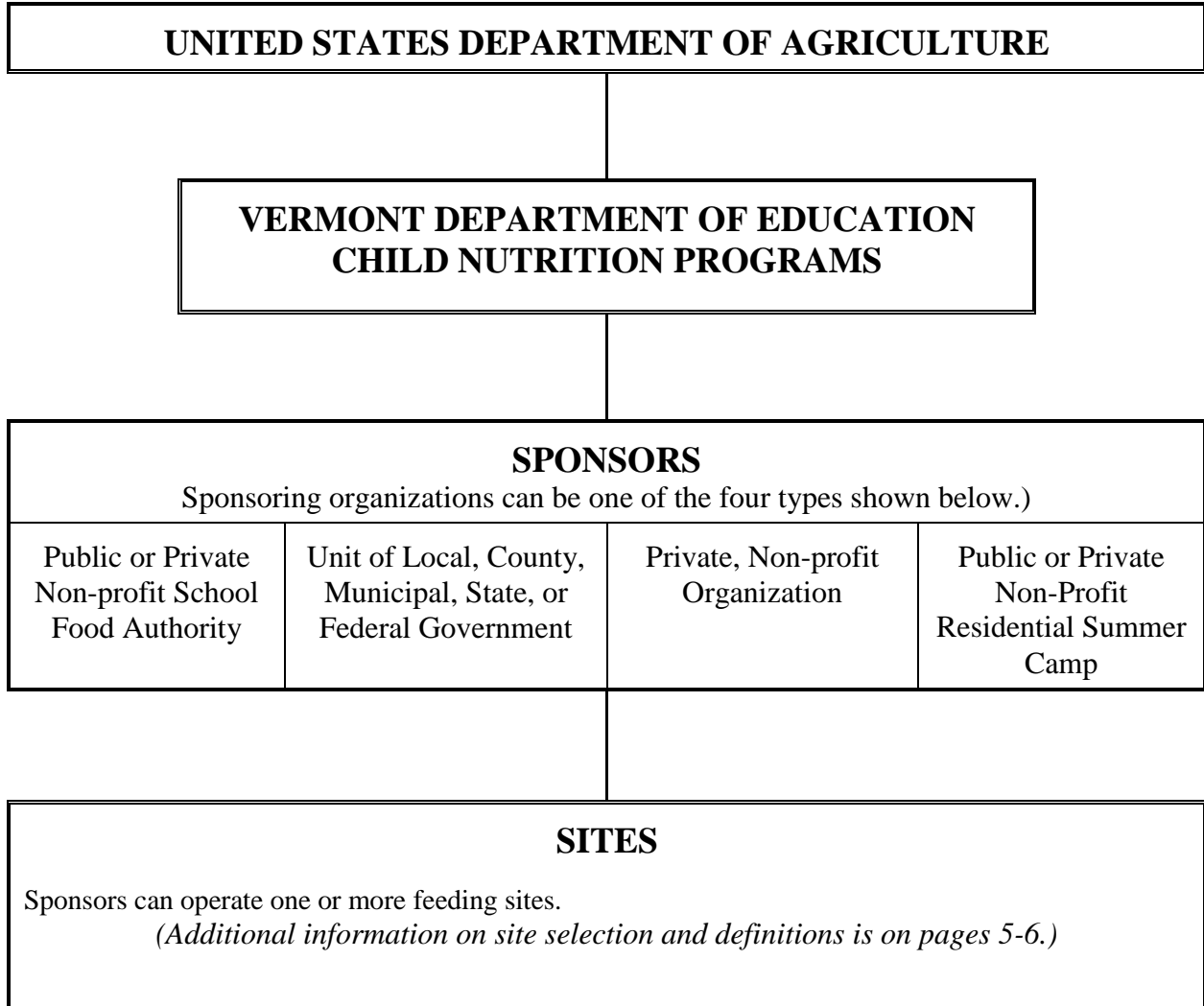
In 1968, Congress recognized this summertime gap in meeting children's nutritional needs and created the Special Food Service Program for children to provide lunches and other meals for needy children. In 1975, the Summer Food Service Program for Children was permanently established to ensure that children in needy areas could continue to receive nutritious meals during school vacations that are comparable to those served under the National School Lunch and School Breakfast Programs during the year.

### **How the Program Works**

The Summer Food Service Program is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the United States Department of Agriculture (USDA). FNS decides overall program policy and publishes regulations and payment rates. The Department of Education administers the program in Vermont.

Sponsors sign agreements with the State Agency to operate the Summer Food Service Program. In turn, SFSP reimburses approved sponsors for serving meals that meet Federal nutritional guidelines. Sponsors receive payments from USDA through the State Agency, based on the number of meals they served to eligible children.

## Administration of SFSP



## **Sponsor Types**

For a federally funded Summer Food Service Program to operate at the local level there must be an approved **sponsoring entity** to run the program at one or more sites. The sponsoring entity must apply to the State Agency to participate in the federally funded Summer Food Service Program.

The types of entities that are eligible to sponsor the Summer Food Service Program are:

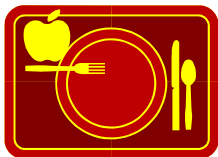
- Public or private non-profit schools
- Units of local, municipal, county, tribal, or state government
- Private, non-profit organizations
- Public or private non-profit camps

Only organizations that are fully capable of managing a food service program can be approved as sponsors because the sponsor is fully responsible for the operation of the Summer Food Service Program, financially and administratively.

## **Meal Site Information**

A site is the physical location where SFSP meals are served during a supervised time period. Meal service sites may be located in a variety of settings, including schools, recreation centers, playgrounds, parks, churches, community centers, day camps, residential summer camps, and housing projects. All meal sites operated as part of the federally funded Summer Food Service Program must be approved by the State agency prior to their operation. Descriptions of different types of sites are on the next page.

<b>SFSP Site Definitions and Descriptions</b>			
<b>The site is considered:</b>	<b>If these conditions exist in the site area:</b>	<b>The sponsor receives reim- bursement for:</b>	<b>The sponsor is not reimbursed for:</b>
<b>Open Site</b>	At least half of the children enrolled in a school are eligible for free and reduced-price school meals  OR The area in which the site is located is documented as a low-income area based on approved census tract data.	Program meals served to all attending children 18 and under.	Meals served to adults.
<b>Closed Enrolled Site</b>	At least half the children enrolled at the site meet USDA established eligibility criteria based on free and reduced price application information. Activities may or may not be offered.	Program meals served to all enrolled children 18 and under in attendance, regardless of individual eligibility.	<ul style="list-style-type: none"> <li>• Meals served to adults.</li> <li>• Meals served to children 18 and under who are not enrolled.</li> </ul>
<b>Homeless Site</b>	A site operated by an organization whose primary purpose is to provide shelter and one or more meal services to homeless families.	Program meals served to all attending children 18 and under.	Meals served to adults.
<b>Residential Camp</b>	Residential camps that offer a regularly scheduled food service as part of an organized program for children enrolled at the camp.	Meals served to campers 18 and under who have been individually determined to be eligible for free meals.	<ul style="list-style-type: none"> <li>• Meals served to adults.</li> <li>• Meals served to children 18 and under who do not meet individual eligibility criteria.</li> </ul>
<b>Day Camp</b>	Sites at which a continuous schedule of organized cultural or recreational programs are provided between meal services and: <ul style="list-style-type: none"> <li>• Less than 50% of the enrollment is eligible for free or reduced price school meals</li> </ul> And/or <ul style="list-style-type: none"> <li>• Programs and enrollment change on a regular basis (e.g., every week or every two weeks.)</li> </ul>	Meals served to campers 18 and under who have been individually determined to be eligible for free meals.	<ul style="list-style-type: none"> <li>• Meals served to adults.</li> <li>• Meals served to children 18 and under who do not meet individual eligibility criteria.</li> </ul>



# SPONSOR RESPONSIBILITIES

## Requirements

The sponsor is responsible for the total management of the Summer Food Service Program. This means that the sponsoring organization must have the resources, capabilities, personnel, and commitment to:

- Operate the Summer Food Service Program according to all rules and regulations that apply to the Program
- Complete an on line Program application and provide all required supporting documentation
- Attend a state-sponsored training session
- Hire, train, and supervise any staff who will be responsible for any part of the meal program
- Locate eligible sites and document site eligibility
- Arrange for appropriate meal service
- Monitor sites to assure Program compliance
- Carry out sponsor civil rights responsibilities
- Complete a Claim for Reimbursement for each month of operation
- Keep required records and maintain all data pertaining to the Summer Food Service Program for a minimum of 3 years, plus the current operating year

All private, non-profit sponsors must be tax exempt under the Internal Revenue Code of 1986 and provide proof of this status. In addition, no sponsor can delegate management responsibilities below the sponsor level. The sponsor is responsible for the quality of meal service, the conduct of site personnel, and the adequacy of recordkeeping at both the site and the sponsor level.

## SFSP Administrator

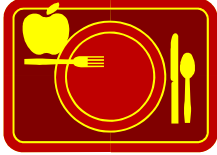
The operation of the Summer Food Service Program requires time and attention. This is especially true the first year of program operations. The state agency strongly recommends that a specific person be designated as the SFSP administrator and take on the responsibility for assuring that the SFSP operates in compliance with Program regulations. In addition, this person needs to be allowed the time needed to carry out the responsibilities.

In schools, the SFSP Administrator/Coordinator may be the food service manager. For other types of sponsors, careful consideration needs to be given to filling this “position.” Someone who already has a “full plate” of responsibilities or other commitments will not be doing themselves, their organizations or agencies, or the Program any good.

### **Applying to Become a Sponsor**

A sponsor must receive approval from the Vermont Department of Education in order to participate in the federally funded Summer Food Service Program. For approval, a sponsor must complete a Statement of Intent, complete an on-line application packet and provide supporting documentation. Applications and required supporting documentation must be submitted by June 1 to allow time for the state agency to review and approve the sponsor prior to the beginning of Program operations. Some of the information that is required as part of the application (and related documentation) includes:

- Sponsor information
- Budget information for operation of the Summer Food Service Program
- A designated sponsor representative who will be responsible for the operation of the Summer Food Service Program
- The sites and their locations, the site supervisor names, the meals that will be served, and the meal service beginning and end times
- The name(s) of the people who will monitor the operations at each site, as well as the monitoring schedule
- Documentation of site eligibility
- Copies of media release(s) and other promotional materials announcing the Summer Food Service Program
- Training certification



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## MEAL INFORMATION

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### **Deciding Which Meal(s) to Serve**

There are four types of meals that can be served for reimbursement in the Summer Food Service Program: breakfast, lunch, supper, and snack. Except for residential and day camps, sponsors can be approved to serve one or two meal types at each site. (Camp sites can be approved to serve three meal types per day.) A sponsor can serve any combination of two meals at a site except a lunch and supper.




The meal(s) served should be based on the needs of each specific site. Sponsors may offer different meals at different sites. For example, a sponsor might offer breakfast and lunch at a site that has activities from 9:00 to 11:30. That same sponsor might offer just lunch at another site that has no activities but a playground nearby, and offer lunch and an afternoon snack at a third site that has afternoon activities.

### **Meal Criteria**





Meals claimed for reimbursement in the Summer Food Service Program must meet nutritional standards as specified by USDA. The chart on the next page outlines the meal patterns that must be followed for each meal type.

Schools may follow the same menu planning system used during the school year.





## Summer Food Service Program Meal Patterns

MEALS	AGES		
<b>BREAKFAST</b>	1 and 2	3 through 5	6 through 18
 <b>FLUID MILK</b>	½ cup	¾ cup	1 cup
 <b>JUICE OR FRUIT OR VEGETABLE</b>	¼ cup	½ cup	½ cup
 <b>GRAINS/BREADS *</b>			
Bread; whole grain, bran, germ or enriched	½ slice	½ slice	1 slice
Or cold dry cereal; whole grain, bran, germ, enriched or fortified	¼ cup (or 1/3 oz.)	1/3 cup or (½ oz.)	¾ cup (or 1 oz.)
Or cooked cereal, rice, macaroni and noodle products	¼ cup (or ½ oz.)	¼ cup (or ½ oz.)	½ cup (or .09 oz.)

### LUNCH/SUPPER

 <b>FLUID MILK</b>	½ cup	¾ cup	1 cup
 <b>MEAT/MEAT ALTERNATE</b>			
Meat or poultry or fish	1 ounce	1 ½ ounces	2 ounces
Or cheese	1 ounce	1 ½ ounces	2 ounces
Or cottage cheese, cheese food, or cheese spread	2 ounces (¼ cup)	3 ounces (3/8 cup)	4 ounces (½ cup)
Or egg	1	1	1
Or cooked dry beans or peas	¼ cup	3/8 cup	½ cup
Or peanut butter, soy nut butter, or nut or seed butters	2 Tbsp.	3 Tbsp.	4 Tbsp.
Or peanuts, soy nuts, tree nuts, or seeds	½ oz. = 50%	¾ oz. = 50%	1 oz. = 50%
Or yogurt, plain or flavored, unsweetened or sweetened	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup
Or an equivalent quantity of any combination of the above Meat/Meat Alternates			
 <b>VEGETABLES /FRUITS</b> (2 or more in at least 2 separate servings)	¼ cup total	½ cup total	¾ cup total
 <b>GRAINS/BREADS *</b>	½ slice	½ slice	1 slice

### SNACK Select two of the following four components \*\*

 <b>FLUID MILK</b>	½ cup	½ cup	1 cup
 <b>JUICE OR FRUIT OR VEGETABLE</b>	½ cup	½ cup	¾ cup
 <b>MEAT/MEAT ALTERNATE</b> (see under Lunch)	½ ounce (or equivalent)	½ ounce (or equivalent)	1 ounce (or equivalent)
 <b>GRAINS/BREADS *</b>	½ slice	½ slice	1 slice

\* A variety of grain-based foods are acceptable in meeting the requirements for the Grains/Breads meal component. Refer to the back of this sheet for specific food items and amounts.

\*\* For snack, juice may not be served when milk is served as the only other component.

### **Providing Meals**

There are several ways for a sponsor to provide meals. Sponsors may:

- Prepare their own meals (and transport them if necessary)
- Purchase meals through an agreement with an area school
- Contract with a food service management company or other vendor to provide meals. (If this option is used, the state agency must be notified prior to any contract or agreement being signed.)

Meals may be served where they are prepared and/or delivered to one or more sites for consumption there.

### **Serving Meals**

The sponsor is responsible for providing or designating one or more site supervisors—the person or persons responsible for overseeing meal service. If there are activities taking place at a site, someone involved with the activity program may take on this responsibility.

A conscientious site supervisor who understands the program regulations and policies is important to a smooth running food program.

### **Counting Meals**

Since sponsors receive reimbursement based on the meals served, the process of taking the meal count is not a task to take lightly. Meals must be counted as they are served and recorded appropriately. The state agency provides meal count sheets that make it easy for the count to be taken and recorded each meal.

The meal count may be done by the site supervisor. If the site has more than one adult present, someone other than the site supervisor can do this task.



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# FINANCIAL MATTERS

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## **Revenue for Summer Food Service Program Sponsors**

Funding for the Summer Food Service Program is not through a grant. Sponsors are not “awarded” a certain amount of money for operating the program. Instead, the state agency reimburses SFSP sponsors on a per-meal basis for the meals that meet program requirements that are served to eligible participants. To receive reimbursement, sponsors must prepare a claim each month and submit it to the State agency.

Per-meal reimbursement rates means that total reimbursement to each sponsor is limited. Careful planning and management of the Summer Food Service Program is imperative. Other monetary resources will be needed if expenses exceed “meals times rates.”

Reimbursement rates are determined at the federal level and are recalculated each year. In general the rates increase each year, but not always. Rates for the current year are available on line.

## **Breaking Even**

To break even with the Summer Food Service Program, meal-related costs need to be balanced with reimbursement. Sponsor costs will depend on many factors including the number of meals served, the price paid for food (or meals purchased from a vendor), and the wages paid to staff.

It is important for sponsors to estimate costs and potential revenue carefully throughout the program so adjustments can be made to avoid losing money. If participation is lower than expected, this will impact revenue and adjustments may need to be made with sponsor expenses.

## **Allowable Costs**

Sponsor costs for the Summer Food Service Program need to be recorded and available at the time of a Program Review.

It is important to keep in mind that expenses for the Summer Food Program are those costs directly related to food service. Expenses for activities need to be kept separately.

## EXAMPLES OF MEAL-RELATED COSTS

- Processing, transporting, storing, handling food
- Salaries of cooks, and other food service workers
- Utensils, plates, and other non-food supplies
- Maintenance and rented items, (e.g., kitchen equipment or trucks)
- Kitchen utilities
- Supervision of children during meal time
- Site clean-up
- Transporting children to and from rural sites
- Meals that may be served to SFSP workers and volunteers
- Food program salaries of monitors, trainers, bookkeeper, program administrator (In Vermont, all these tasks are often are done by one person 😊 )
- Rental of office space or overhead for space, utilities, etc.
- Office supplies
- Postage
- Travel costs for monitoring site operations



## STRATEGIC PLANNING

### **Sponsor Self-assessment**

To be successful, a Summer Food Service Program needs to have a sponsoring organization that:

- understands the responsibilities involved in sponsoring the federally funded Summer Food Service Program
- is willing to make the administrative and financial commitment needed to operate the Summer Food Service Program

The Sponsor Self-Assessment (page 13), the Budget Worksheets (pages 16-20), and the Food Service Options Worksheet (page 21) can help an organization decide if they have the resources to sponsor a Summer Food Service Program.

## **Evaluating Potential Sites**

It is important to have a sufficient number of participants to generate enough reimbursement to cover the costs of the Summer Food Service Program and/or a plan for income from sources in addition to the meal reimbursement. Experience has shown that food PLUS activities will draw more children than either food or activities by themselves. Try to find sites that already have activities, or sites where activities can be easily incorporated.

Another factor that ensures smooth operation of a Summer Food Service Program is one or more competent and committed site supervisors. Some responsibilities of a site supervisor include attending sponsor's training; supervising meal service at the site; assuring that meals are served in accordance with federal regulations; keeping a daily records of meals served; and assuring that food is stored appropriately. Sometimes the site supervisor is also responsible for keeping the site clean and sanitary.

If a sponsor will be serving food at a site where activities are already being offered, there may be a "built-in" person to serve as site supervisor. Volunteers are another possibility for site supervisors.

The Site Evaluation/Planning Guide on pages 23-24 in this manual can help an organization decide if the sites are appropriate locations for offering a Summer Food Service Program.

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# Sponsor Self-Assessment

	Yes	No
1. Does your organization already provide services to the community?		
a. If yes, are these services/activities ones that would easily allow meals for needy children to be incorporated?		
b. If not, can you join forces with one or more other organizations to provide meals <i>and</i> activities?		
2. Does your organization have adequate/appropriate staffing and other resources to allow someone to devote the time needed to:		
a. Attend required state sponsored training		
b. Locate and evaluate eligible sites		
c. Determine staffing needs		
d. Hire additional staff, if needed		
e. Train and supervise staff		
f. Arrange for meals to be prepared and/or delivered		
g. Complete the application packet		
h. Keep records of allowable expenses		
i. Monitor sites as required by regulations		
j. Prepare and submit the Claim for Reimbursement		
k. Maintain all records related to the Summer Food Service Program		
l. Transport children to an appropriate site for activities (or transport food to a site where children will be)		

The more questions you can honestly answer with a “Yes,” the greater chance there is for successful operation of a summer food program. Meals along with activities boost participation in both endeavors.

## Budget Worksheets

The source of funds for operating and administering a Summer Food Service Program is not a grant; it is reimbursement for the number of meals served to eligible children.

The budget you will prepare using the following *Budget Worksheets* is only an **ESTIMATE** of what you could be reimbursed **IF** your estimate of the number of meals you will serve is accurate. This budgeting process is necessary so that you will have an idea of whether you can make the program work financially. The maximum amount that is possible for you to receive in reimbursement is based on the actual number of eligible meals served, **NOT** on the budget figures. This is why it is important to estimate as accurately as possible the average number of children the program will feed each day.

Sponsors also need to be careful not to spend as if they will automatically receive the amount of reimbursement estimated. If a sponsor spends for the food program based on estimates for participation rather than the number of meals actually served, the program could end up costing the sponsor a considerable amount of money! Keeping per meal costs within the reimbursement rate will ensure a break-even result when a sponsor relies solely on the federal reimbursement for financing the Summer Food Service Program.

If the sponsor has other money to cover cost over-runs or to purchase equipment, this can help assure that a program is financially stable. Donations of food and/or labor are other ways to help defray the cost of operating and administering a Summer Food Service Program.

## Instructions for Completing the Sponsor Budget Worksheets

The worksheets on the following pages are for assisting in determining the financial feasibility of operating a Summer Food Service Program. The amounts resulting from the budget process are not used as the basis for reimbursement.

**IMPORTANT NOTE:** These worksheets are for SPONSOR use only. If you are contracting out for meals, the contractor needs to give you the amount they will charge you per meal. As a sponsor, you then use that figure in your budget on Worksheet 1B.

### Which Budget Worksheets Should You Use?

If you are a <b>self-prep</b> sponsor--	
<i>Budget Worksheets Needed</i>	<i>Number of Copies Needed</i>
Worksheet <b>1A</b>	One for each meal type being served
Worksheet <b>2</b>	1

If you are <b>contracting</b> for meals--	
<i>Budget Worksheets Needed</i>	<i>Number of Copies Needed</i>
Worksheet <b>1B</b>	One for each meal type being served
Worksheet <b>2</b>	1

Follow the instructions on each worksheet. New sponsors will need to submit a copy of each worksheet with their application to participate in the summer food service program. Each sponsor needs to analyze its own situation and come up with estimates for the various costs. If you will be doing your own food preparation, develop some menus and actually cost them out. If you will be delivering food or transporting children, decide how much you will pay for mileage; there is no set rate. Some line items may not apply, such as cost of office space or rental of equipment. If so, leave the spaces blank.

Please keep in mind that this budget is only a tool for prospective sponsors to help determine if it is financially feasible to operate the Summer Food Service Program. If a sponsor finds that estimated expenses exceed estimated reimbursement, then that sponsor may need to adjust costs. Or it may be a matter of finding other sources of funding to supplement the reimbursement the sponsor can earn.

**Estimated Operating Costs (Self-Prep Meals)**

**Budget Worksheet 1A**

✓Meal Type:     Breakfast     Lunch     Supper     Snack

(One copy needed for each meal type.)

		Column A.		Column B.		Column C.		Column D.			
<b>Meals</b>	1.		x		x		=				
		Estimated cost of food per meal		Projected # of meals of this type per day		Number of days of operation		<b>Estimated cost of food for meal type</b>			
	2.				x		=				
				Estimated food service labor costs per day for meal type		Number of days of operation		<b>Estimated cost of food service labor for this meal type</b>			
<b>Supplies</b>	3.		x		x		=				
		Estimated cost of supplies per meal		Projected # of meals of this type per day		Number of days of operation		<b>Estimated cost of supplies for meal</b>			
<b>Transportation</b>	4.		x		x		=				
		Mileage per day for meals and/or children		Mileage reimbursement rate		Number of days of operation		<b>Estimated mileage costs for meal</b>			
	5.		x		x		=				
		Hours per day (total all drivers)		Hourly rate for drivers		Number of days of operation		<b>Estimated cost of transportation labor</b>			
<b>Site Costs</b>	6.		x		x		=				
		Estimated daily hours for site supervisor(s) for this meal type		Hourly rate for site supervisors		Number of days of operation		<b>Estimated site supervision costs for meal type</b>			
	7.				x		=				
				Other site costs per day for this meal type		Number of days of operation		<b>Estimated other site costs for meal type</b>			
<b>Administrative Costs</b>	8.		x		x		=				
		Hours per week for SFSP Coordinator		Hourly rate		Number of weeks of operation		<b>Estimated cost</b>			
	9.		x		x		=				
	Hours per week for bookkeeping			Hourly rate		Number of weeks of operation		<b>Estimated cost</b>			
	10.		x		x		=				
		Hours per week for monitoring		Hourly rate		Number of weeks of operation		<b>Estimated cost</b>			
<b>Mileage</b>	11.		x		x		=				
		Mileage per week for monitoring		Mileage reimbursement rate		Number of weeks of operation		<b>Estimated mileage costs</b>			
<b>Office</b>	12.										
		Office space (rental or pro-rated)	+	Telephone	+	Gas, electricity (pro-rated)	+	Paper, postage, copies	+	Other	=
<b>TOTAL ESTIMATED COSTS</b>											

**Estimated Operating Costs (Contracted Meals)**

**Budget Worksheet 1B**

✓Meal Type:     Breakfast     Lunch     Supper     Snack

(One copy needed for each meal type.)

		Column A.		Column B.		Column C.		Column D.			
<b>Meals</b>	1.		x		x		=				
		Quoted cost per meal of this type		Projected # of meals of this type per day		Number of days of operation		<b>Estimated cost of this meal type</b>			
<b>Supplies</b>	2.		x		x		=				
		Estimated cost of supplies per meal		Projected # of meals of this type per day		Number of days of operation		<b>Estimated cost of supplies for meal</b>			
<b>Transportation</b>	3.		x		x		=				
		Mileage per day for meals and/or children		Mileage reimbursement rate		Number of days of operation		<b>Estimated mileage costs for meal</b>			
	4.		x		x		=				
		Hours per day (total all drivers)		Hourly rate for drivers		Number of days of operation		<b>Estimated cost of transportation labor</b>			
<b>Site Costs</b>	5.		x		x		=				
		Estimated daily hours for site supervisor(s) for this meal type		Hourly rate for site supervisors		Number of days of operation		<b>Estimated site supervision costs for meal type</b>			
	6.				x		=				
				Other site costs per day for this meal type		Number of days of operation		<b>Estimated other site costs for meal type</b>			
<b>Administrative Costs</b>	7.		x		x		=				
		Hours per week for SFSP Coordinator		Hourly rate		Number of weeks of operation		<b>Estimated cost</b>			
	8.		x		x		=				
	Hours per week for bookkeeping		Hourly rate		Number of weeks of operation		<b>Estimated cost</b>				
<b>Mileage</b>	9.		x		x		=				
		Hours per week for monitoring		Hourly rate		Number of weeks of operation		<b>Estimated cost</b>			
<b>Mileage</b>	10.		x		x		=				
		Mileage per week for monitoring		Mileage reimbursement rate		Number of weeks of operation		<b>Estimated mileage costs</b>			
<b>Office</b>	11.										
		Office space (rental or pro-rated)	+	Telephone	+	Gas, electricity (pro-rated)	+	Paper, postage, copies	+	Other	=
<b>TOTAL ESTIMATED COSTS</b>											

# Potential Expenses & Reimbursement

# Budget Worksheet 2

<b>1.</b>	<b>Estimated Costs (From Worksheet 1A or 1B for each meal type)</b>								
	\$		\$		\$		\$		
	Estimated total costs for breakfast	+	Estimated total costs for lunch	+	Estimated total costs for supper	+	Estimated total costs for snack	=	<b>TOTAL ESTIMATED COSTS</b>

<b>2.</b>	<b>Estimated Reimbursement</b>						
<b>Breakfast</b>					\$		\$
	Projected # of breakfasts per day	X	Total days of operation	X	Reimbursement rate for breakfast	=	<b>Possible reimbursement</b>
<b>Lunch</b>					\$		\$
	Projected # of lunches per day	X	Total days of operation	X	Reimbursement rate for lunch	=	<b>Possible reimbursement</b>
<b>Supper</b>					\$		\$
	Projected # of suppers per day	X	Total days of operation	X	Reimbursement rate for supper	=	<b>Possible reimbursement</b>
<b>Snack</b>					\$		\$
	Projected # of snacks per day	X	Total days of operation	X	Reimbursement rate for snack	=	<b>Possible reimbursement</b>
<b>TOTAL ESTIMATED REIMBURSEMENT</b>							

<b>3.</b>	<b>Comparison of Estimated Operating Expenses to Possible Reimbursement</b>	
	Total Possible Reimbursement (Table 2 above)	\$
	Total Estimated Expenses (Table 1 above)	\$
	<b>DIFFERENCE</b>	\$

If your potential position in table 3 above is a positive number, the SFSP has the potential to be financially self-sufficient (provided figures are realistic).

If your potential position in table 3 above is a fairly large negative number, further analysis is recommended to determine if estimates are realistic and/or if expenses can be reduced.

**Keep in mind that budgeting is not an exact science. These figures reflect a best “guesstimate” and are only for sponsor use to determine if SFSP is financially feasible.**

# Food Service Options

The two options for a sponsor to provide meals for the federally funded Summer Food Service Program are:

- ✓ Preparing and delivering if necessary the meals themselves or
- ✓ Contracting with a vendor for preparing and delivering meals (This can be a school that self-operates its own food service program during the school year, or a food service management company)

Answering the following questions can be helpful when deciding which option is best for your situation.

	Yes	No
1. Do we have appropriate facilities for storing food and preparing the meals we plan to serve? If not, are there facilities we can use for little or no cost?		
2. Do we know one or more individuals willing and able to do the work we need done (planning menus, purchasing food, preparing food, cleaning up, keeping accurate financial and meal production records, etc.)? If yes, <ul style="list-style-type: none"> <li>✓ How much will it cost to hire someone to do this work?</li> <li>✓ Are there volunteers who are willing and able to do some or all of these tasks?</li> </ul>		
3. Do we have the resources to transport food to each site (vehicles, insulated carriers, funds to pay drivers to deliver the food)? If not, are there volunteers who might be willing to donate their time and/or vehicle for delivering food, etc.?		

The more no answers there are, the more likely it is that the sponsor will need to contract with a school that self-operates its food service program OR with a food service management company.

When exploring the possibility of contracting for meals, the sponsor will need to get a firm price from the vendor and use that in the budget worksheets (see pages 17-21 in this manual). Keep in mind that before any contracts or agreements are signed, a sponsor must be in contact with the State Agency.

## SITE EVALUATION/PLANNING GUIDE

Site name \_\_\_\_\_

Location \_\_\_\_\_

Strategic Question	How will this information be determined?/Where can we find this information?	Who will collect the information?	When is this information needed?	Data collected to answer strategic questions (Col. 1)
What is the geographic area that will be served by this site? <i>(It should be in an area where there are a significant number of low-income families.)</i>				
How many low income children live in the area served by this site? <ul style="list-style-type: none"> <li>• Does it meet the open site criteria?</li> <li>• If not, is it potentially an enrolled site? If so, how will children be enrolled?</li> </ul>				
Of the children in the area, how many children might participate in the food program at this site? <i>(It is more cost-effective to serve as many children as possible.)</i>				(Once you get your estimate, subtract 1/3.)
Will there be other activities at or near this site? What are the activities and when do they happen? <i>(Experience has shown that food <b>plus</b> activities will draw more children than either one alone.)</i>				
How can the food program be coordinated with the activities?				

Strategic Question	How will this information be determined? Where can we find this information?	Who will collect the information?	When is this information needed?	Data collected to answer strategic questions (Col. 1)
Who will supervise the food program at the site? If there are activities, who will be responsible for the activities? <i>(Preferably it</i>				

<b>Strategic Question</b>	<b>How will this information be determined? Where can we find this information?</b>	<b>Who will collect the information?</b>	<b>When is this information needed?</b>	<b>Data collected to answer strategic questions (Col. 1)</b>
<i>will not be the same person preparing food, supervising the food program, and conducting activities. This is a quick recipe for burnout!</i>				
How will the children get to the site?				
What days will the site operate? How many total days will the site be in operation?				
Which meals will be served at this site?				
How many of each type of meal will be served per day?				
How (or where) will the meals be prepared for this site?				
How will the meals be delivered to this site (if applicable)?				
How will families find out about the program at this site?				

## SITE SUMMARY EVALUATION

Possible Sponsor \_\_\_\_\_

Site Name/Location	Type Of Eligibility (Open Or Enrolled)	Projected Number Of Lunches To Be Served Daily	Projected Number Of Breakfasts To Be Served Daily	Projected Number Of Snacks To Be Served Daily
<b>TOTALS</b>				

Remember that, except for residential and day camps, sponsors cannot be approved to serve more than two meal types each day for reimbursement.