



**SUMMER FOOD SERVICE PROGRAM (SFSP)
SITE APPLICATION**

Name of Your Site:			
PHYSICAL ADDRESS OF SITE			
Address:			
Address Line 2:			
City:		Nine Digit Zip Code:	
County or City:			
Nearest Cross Street:			
PRIMARY SITE CONTACT DURING PROGRAM HOURS			
(Mr/Mrs/Ms):	First Name:	Last Name:	
Email Address:			
Site Phone:		Mobile #:	
Title:			
SECONDARY SITE CONTACT DURING PROGRAM HOURS			
(Mr/Mrs/Ms):	First Name:	Last Name:	
Email Address:			
Site Phone:		Mobile:	
Title:			
GENERAL SITE INFORMATION			
Feed More's Summer program runs 6/15/2020 – 8/21/2020			
Your Program Start Date:		Your Program End Date:	
Time Your Site Opens:		Time Your Site Closes:	
# of Children <u>Enrolled</u> in Your Program:		Maximum Program Capacity (# of children):	
Days your site will be open: Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___			
# of days your site will serve meals each month:	June:	July:	August:
Type of meal(s) you will be serving: Breakfast ___ Lunch ___			

Has your site ever participated in the Feed More Summer Food Service Program (SFSP)? Yes ____ No ____

Is your site on a bus route (public transportation)? Yes ____ No ____

Is the meal room handicapped accessible? Yes ____ No ____

Check the USDA program(s) in which your site has participated:

____ National School Lunch Program (NSLP) – When SFSP is NOT operating
____ School Breakfast Program (SBP) – When SFSP is NOT operating
____ Special Milk Program (SMP) – When SFSP is NOT operating
____ Child and Adult Care Food Program (CACFP) – When SFSP is NOT operating
____ Food Distribution Program (FDP) (received only commodities, no SFSP reimbursement)

SITE TYPE AND ELIGIBILITY

Tax Status: ____ Non-profit* ____ For-profit ____ Public ____ Other (provide details):

* Must have a 501 (c) (3)

Will your site be serving infants 0 to 12 months? Yes ____ No ____

Is your site a licensed childcare facility? Yes ____ No ____

Is your site a multi-family site (e.g., apartment complex, public housing, etc.?) Yes ____ No ____
If **Yes**, select the type of multi-family site:
____ HUD
____ Rural Development
____ Housing Authority
____ Mobile Home Community
____ Private Apartment Complex
____ Other

Is your site an academic summer school? Yes ____ No ____

If **Yes**, will your site be an open site after the children / teens in the program are served? Yes ____ No ____

Did your site have a SFSP program last summer? Yes ____ No ____

Do you know of another SFSP program site within a 1/4 mile of your site? Yes ____ No ____

If **Yes**, enter the name of the site:

ELIGIBILITY METHOD – SCHOOL DATA

Provide the school district, school name, and the percentage of free and reduced-price eligible students from which this site draws its attendance (must be 50% or greater & may be the elementary, middle or high school for the site address).

School District:

School Name:

Percentage of Enrollment Eligible for Free and Reduced-price Meals: _____%

[Click Here for Free and Reduced Lunch Percentages](#)

SITE OPERATION

Primary service provided at your site:

Recreation School Library Other (describe services provided):

List the types of scheduled activities at your site during the summer:

BREAKFAST

Breakfast Serving Dates

Start Date:

End Date:

Days breakfast will be served: Monday Tuesday Wednesday Thursday Friday

of days breakfast will be served each month:

June:

July:

August:

Breakfast meal times: Start Time: _____ End Time: _____

Estimated # of children / teens eating breakfast: _____

Additional Information:

THERE MUST BE AT LEAST THREE HOURS BETWEEN THE START OF BREAKFAST & THE START OF LUNCH

LUNCH

Lunch Serving Dates

Start Date:

End Date:

Days lunch will be served: Monday Tuesday Wednesday Thursday Friday

of days you will serve lunch each month:

June:

July:

August:

Lunch meal times: Start Time: _____ End Time: _____

Estimated # of children / teens eating Lunch: _____

Additional Information:

SITE CLOSURES / FIELD TRIPS

List any scheduled closure dates: Feed More will be closed Friday, July 3, 2020

Scheduled Field Trips

Field Trip Date:

Meals canceled?(Yes/No):

Meals served off site? (Yes/No):

FOOD SAFETY AND SANITATION

Feed More will deliver your lunch ready to eat and at proper temperature. Describe how you will hold meals until the time of meal service.

Do you have a refrigerator for cold pans? Yes ___ No ___

Do you have an oven/warming unit to keep pans warm? Yes ___ No ___

Do you have a Feed More Cambro(s)? Yes ___ No ___	If yes, how many:
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Do you need a Feed More Cambro(s)? Yes ___ No ___	If yes, how many:
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LUNCH DELIVERY

Include directions for delivery of lunch (i.e. go to main office, specific side of building, door number or color, etc.)

OUTREACH

Indicate the date(s) that outreach will occur and list advertisement methods you plan to use

Advertisement Date(s):

Advertisement Method: (check all that apply)

- | | |
|---------------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Newspaper announcement/press release | <input type="checkbox"/> Posters and signs |
| <input type="checkbox"/> TV/ Radio | <input type="checkbox"/> Sponsor website |
| <input type="checkbox"/> Flyers – neighborhood | <input type="checkbox"/> School newspaper |
| <input type="checkbox"/> Flyers – school | <input type="checkbox"/> Other (specify): |

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

**2020 FEED MORE/SITE
SUMMER FOOD SERVICE
PROGRAM AGREEMENT**

Name of site: _____

Address of site: _____

Site supervisor: _____ Telephone: _____

Eligible Program Participants

- All children / teens 18 years of age and under are eligible to participate in the program
- Persons 19 years of age and over who are mentally or physically disabled and participate in a public or private nonprofit school program may participate in the program

Staff

- A background check must be on file at your site for all staff members & volunteers who have direct repetitive contact with the children / teens
- The Site Coordinator and those who serve food must attend a training session offered by Feed More – training must be completed prior to your site receiving food from Feed More
- All of your staff is responsible for adhering to all civil rights laws and regulations and all program guidelines

Breakfast and Lunch

- At least one person who attended Feed More training must be present during each meal service
- All meals are eaten on site during the times you indicate on the application
- Each component of the breakfast and lunch must be served to each child / teen receiving the meals

Reporting

- Your report and order must be entered online by end of day each Monday
 - Your site may not receive food for the following week if the report and order are not submitted on time
- Each Monday you are responsible for sending your completed Daily Meal Count Forms from the previous week to Feed More
 - The forms can be put in an envelope and given to the driver to take back to Feed More
 - The forms can be scanned and emailed to Anne Duckworth at aduckworth@feedmore.org
 - The forms can be faxed to Anne's attention at 804.521.2501
- Changes or cancelations must be submitted via email at least two full business days prior to the change or cancelation

Cambro

- Your team is responsible for keeping the inside and outside of the Cambro clean
- The Cambro should be kept in a safe place off the floor

Food Safety

- Your staff is responsible for following all food safety guidelines
- All food needs to be stored at least 6 inches off the ground
- The temperature of lunch items must be taken and recorded when the food arrives at your site and again right before lunch is served
- Hot food must be kept at 140° or higher
- Cold food must be kept at 40° or lower
- Unserved lunch food needs to be thrown out
- All pans should be washed, bagged and ready for the driver to pick-up the next businessday

Breakfast Inventory

- Breakfast items must be kept in a secure location, away from cleaning products
- You or a member of your staff should take inventory of all breakfast items prior to ordering and your order should be reduced if you have extra breakfast inventory on hand

Monitoring

- Staff from Feed More, and possibly the Virginia Department of Education, will monitor your site at least once during the summer. Breakfast or lunch service will be observed and your paperwork will be reviewed

By signing below, you understand and agree to will follow all of the guidelines outlined above.

Site Supervisor

Date