



Summer Food Service Program

SFSP Orientation for Potential New Sponsors

Objective of SFSP

The objective of the Summer Food Service Program is to target where low-income children reside who are at risk for having inadequate nutrition during summer months and provide them with free, nutritious meals when school is not in session.



What's the Need?

- 1 in 6 children in TN are considered at risk of hunger.
- More than 19% of children live in food insecure homes and experience limited access to nutritious meals during the summer.



SFSP Program Eligibility

Who is eligible to get meals?

- Children 18 and younger may receive free meals and snacks through SFSP.
- Meals and snacks are also available to persons with disabilities, over age 18, who participate in school programs for people who are mentally or physically disabled.

Main Players

Congress

Legislate the program and the funding



USDA Food and Nutrition Service

Oversee national implementation, set rules and regulations, disburse funds to states



State Agencies

Oversee implementation in the state, approve actors, monitor program, disburse funds



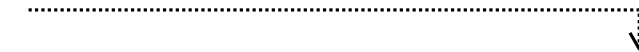
Sponsors

Direct meal programs, accountable for providing meals and contracts



Sites

Point of service – where meals meet kids; must meet eligibility requirements



Vendors

Contract with sponsors, provides meals for sites



Role of the State Agency

- Signs program agreement with sponsors
- Provides training and technical assistance to sponsors
- Monitors and distributes reimbursements



Who Can Be a SFSP Sponsor?

- Schools and other local government agencies
- Public or private nonprofit camp
- Public or private college or university
- Faith based organizations
- Other nonprofit community organizations



Eligibility Requirements for Sponsors

- Demonstrate financial and administrative capability
- Not be seriously deficient
- Serve low-income children
- Provide year-round service



Sponsor Responsibility

- Attend mandatory four-part online SFSP Training and other workshops
- Locate and recruit eligible sites
- Provide meals that meet meal pattern requirements to approved sites
- Monitor, evaluate and sustain sites
- Hire, train and supervise staff/volunteers
- Competitively procure purchases
- Maintain program documents for 3 years, plus the current year
- Prepare and file claims for reimbursement
- Be financially responsible for the operation of the program, which includes repaying any identified overpayments

Operating as a Site

- Work directly with the kids
- Learn how the program operates
- Fewer responsibilities than a sponsor
- Contact SNP or DHS
- Contact a known sponsor



What is a Meal Site?

- A physical location, approved by the State agency, where SFSP meals are served and eaten in a supervised setting during an approved meal service time
- Sites may be located in a variety of settings



Sites are responsible for...

- Attending sponsor's continuing education
- Providing meals and supervising children
- Keeping daily meal count records
- Communicating with the sponsor
- Providing activities
- Meal Service - meeting SFSP regulation



Site Types

Open *

- Meals served on first-come, first served basis
- Serves all children aged 18 and under
- Meals are reimbursed at SBP or NSLP free rates for all children in attendance
- Site must be area eligible

Closed Enrollment

- Serves only an identified group of children through age 18 who are participating in a specific group or activity
- Summer school is not a closed enrolled site

Camp

- May be residential or non-residential (day-camp)
- Must offer regularly scheduled food service as part of an organized program for enrolled children.
- Area eligibility may not be used to establish camp site eligibility

* Restricted-Open sites operate much in the same way as do open sites, other than restricting attendance for reasons of security, safety, or control.

Volunteer



- Contact TDHS
- Contact a local sponsor

Summer Food Rocks

Summer Food Rocks!
Find Sites Serving Summer Meals

La comida en verano es lo máximo!
Encuentra Sitios que Sirven
Comidas en el Verano

Call
1-866-3-HUNGRY or 1-877-8-HAMBRE
Visit www.whyhunger.org/findfood
to find help getting food for your family

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1-866-3-HUNGRY o 1-877-8-HAMBRE
Visita www.whyhunger.org/findfood
para encontrar ayuda en conseguir comida para tu familia

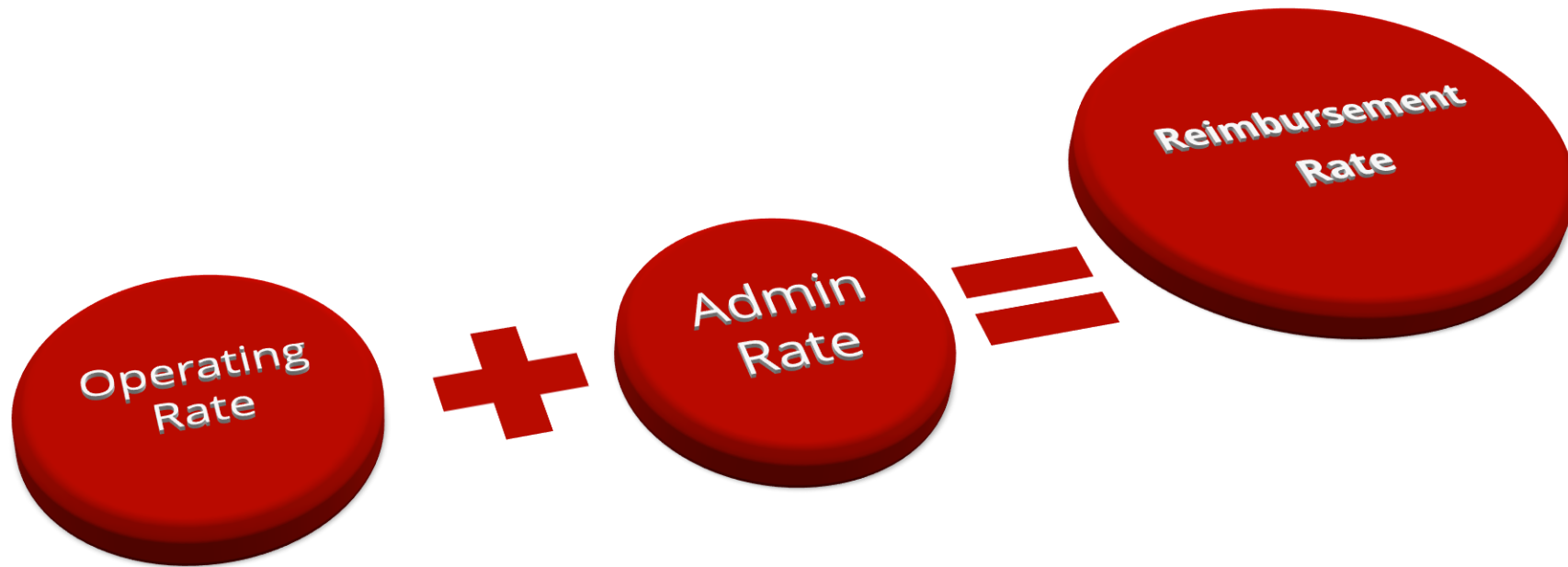
USDA is an equal opportunity employer and provider. USDA es un empleador y proveedor con igualdad de oportunidades.

Use to advertise
summer feeding in
your county and
locally

Updated regularly
throughout the
summer

SFSP Reimbursement

- SFSP reimbursement rates are annually determined by USDA and consist of two parts:



SFSP 2023 Reimbursement Rates

January 1 – December 31

Meal Type	Rural Sites or Self-Prep Sponsors	All other types of sites
Breakfast	\$2.8250	\$2.7725
Lunch/Supper	\$4.9500	\$4.8700
Snack	\$1.1675	\$1.1400

Meal Types

Open and Enrolled Sites may be approved to serve:

- Breakfast only
- Lunch only
- Lunch and snack
- Breakfast and lunch
- Breakfast and supper
- Snack only
- Supper only
- Breakfast and snack
- Supper and snack
- Two snacks



Camps and Migrant sites may serve up to 3 meals a day with State approval and documentation.

Summer Meal Patterns

REIMBURSABLE MEALS

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FOR THE MEAL TO BE REIMBURSABLE IT MUST CONTAIN:

BREAKFAST	LUNCH OR SUPPER	SNACK
• One serving of milk. • One serving of a vegetable or fruit or a full-strength juice. • One serving of grain. • A meat/meat alternate is optional.	• One serving of milk. • Two or more servings of vegetables and/or fruits. • One serving of grain. • One serving of meat/meat alternate.	• Must contain two food items from different components. • Juice cannot be served when milk is served as the only other component.

For meals to be reimbursable, they must meet the meal pattern requirements and be consumed onsite by eligible children.

TIPS Access (New Institutions)

Email CACFP.DHS@tn.gov

- **Unique Entity ID**
- **FEIN**
- **Name of Organization**
- **Your name and title within the organization**
- **Your organization's address**
- **The email address associated with your organization**
- **Telephone number including area code**
- **Type of Organization**
 - Government Agency
 - Educational Institution
 - For-Profit Organization
 - Indian Tribe
 - Military Installation
 - Private Non-Profit Organization
 - Other

Unique Entity Identifier

The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the **unique entity identifier** used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps here: <https://sam.gov/content/entity-registration>
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

Federal Employer ID Number (FEIN)



9-digit number
assigned by the IRS

Separate from the
tax-exempt status

<https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

System for Award Management (SAM)



A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.

Log In

[Login.gov FAQs](#)

[HOME](#)

[SEARCH RECORDS](#)

[DATA ACCESS](#)

[CHECK STATUS](#)

[ABOUT](#)

[HELP](#)

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for **FREE** to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account



Start by creating a SAM user account.

Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records



Do a public search for existing entity registration records or exclusion records.

SFSP Contact Information

Summer Food Service Program (SFSP)
TN Department of Human Services
James K. Polk Building - 15th Floor
505 Deaderick Street
Nashville, TN 37243

Email: TNSFSP.DHS@tn.gov

Phone: (615) 313-4749

Resources

Tennessee Summer Food Service Program:

<https://www.tn.gov/humanservices/children/dhs-nutrition-programs/learn-about-the-summer-food-service-program.html>

Mandatory Annual Online Training Modules: Four-Part Series

<https://www.tn.gov/humanservices/children/dhs-nutrition-programs/learn-about-the-summer-food-service-program/sfsp-sponsor-resources.html>

Summer Food Service Program Handbooks

<https://www.fns.usda.gov/sfsp/handbooks>

USDA- Food and Nutrition Service: Summer Food Service Program:

<https://www.fns.usda.gov/sfsp/program-operator>





USDA Non-Discrimination Statement

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

Program.Intake@usda.gov

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