

2024 SUMMER FOOD SERVICE PROGRAM SITE APPLICATION

PLEASE NOTE THAT LOGISTICS RELATED TO THE OPERATION OF THIS PROGRAM WILL CONTINUE TO EVOLVE IN THE COMING WEEKS, BOTH ON THE PROGRAM/SITE END AS WELL AS AT THE CITY. We ask that you fill out the site application with your current plans for meal service times, dates of program operation, and anticipated number of youth to be served, with the understanding that we will be in contact about program updates.

The Summer Food Service Program (SFSP) traditionally provides nutritious meals to children during summer vacation period from late-June through mid-August. The 2024 program dates will be communicated to agencies on or before June 3, 2024. Funding is made possible through revenue from the City of Seattle, State of Washington, and United States Department of Agriculture and is contingent upon availability of funding.

How to apply?

To apply for the SFSP, an agency must send a completed application form as soon as possible but no later than **April 19, 2024** to Temesgen Melashu, City of Seattle Out of School Time Meals Coordinator at:

Email:	sfsp@seattle.gov
USPS*	Summer Food Service Program 700 5th Avenue, Suite 5800 PO Box 34215 Seattle WA 98124-4215

**If sending by US Postal Service, address exactly as above including both street # and PO Box #.*

Provider Criteria:

The City will screen and prioritize applications using the following criteria. Please refer to FAQs following the application for more information about screening criteria and program operations.

- ✓ Average number of children and/or youth to be served each day
- ✓ Number of children and/or youth eligible in the neighborhood (using school or census data)
- ✓ Number of days of operation
- ✓ Number of meals served
 - 2 meal/snack services per day vs. only 1 meal/snack service per day
- ✓ Proximity to other SFSP sites
- ✓ If program has previously participated in SFSP with City of Seattle, has demonstrated successful history of operating site according to all SFSP program guidelines

After Application Submission:

1. Applicants will be notified of **preliminary approval** for the SFSP by late May. Preliminary eligibility only determines if a program qualifies to participate in SFSP and does *not* guarantee approval from the state sponsoring agency.
2. City staff will visit the preliminarily selected sites to conduct pre-operational site visits starting approximately 6/19.; the visit date depends on start date of your site. These mandatory visits will verify the information provided on the application and that the site has the capability to provide meal service as required by the policies and procedures governing the program.
3. City staff will contact your agency to arrange for a minimum of two designated staff to participate in **mandatory** training/orientation prior to the start of the program.

All staff who will be involved with SFSP meal service must be trained by City staff.

4. Final acceptance to participate in the program is contingent on the site staff successfully completing training and the site passing the pre-operational site visit. All site applications are reviewed by, and must receive final approval from, the State funder.

Application on next page

SUMMER FOOD SERVICE PROGRAM 2024 Application

*This form is electronically fillable, or you may print and complete. Return no later than April 19, 2024. See previous page for mailing instructions. **If organization has multiple sites, a separate form must be completed for each site.** If you have questions or concerns about completing this form, please contact Temesgen Melashu, Out of School Time Meals Coordinator at Temesgen.Melashu@seattle.gov or (206) 375-1186.*

AGENCY CONTACT INFORMATION:

Agency Name: _____	Program Name, if different: _____
Agency Address: _____	Zip: _____ Phone: _____
Meal Sites Address, if different from Agency Address: _____ Zip: _____	
Is the meal site located in a Seattle Public School building? Yes No	
Site Phone, if different from Agency's: _____	
Site Supervisor Name (See FAQs attached for site supervisor responsibilities): _____	
Site Supervisor Title: _____	
Site Supervisor Email: _____	Site Supervisor Phone: _____

APPLICATION QUESTIONS:

<p>1) When will your program operate? Beginning Date (mm/dd) _____ Ending Date (mm/dd) _____ Our program will <i>tentatively</i> run from Wednesday 7/1/24 through Friday 8/23/24. Please note that your <i>desired</i> start date may not work with City operating dates and may need to be adjusted.</p> <p>2) Days of Program Operation: Mon Tues Weds Thurs Fri Sat Sun</p> <p>3) Summer Hours of Operation: from _____ to _____</p> <p>4) Age group your program will serve? (circle all that apply) 0-5 6-10 11-18</p> <p>5) Do you want to be considered an open or closed site? (see FAQs attached to application) Open Closed</p> <p>6) You may choose up to <u>TWO</u> meals in any of these combinations or choose a single meal:</p> <ul style="list-style-type: none"> • Breakfast and Lunch <u>OR</u> • Lunch and Snack <u>OR</u> • Breakfast and Snack. <p>Note that you may serve lunches as dinners if your organization would like to distribute meals in the late afternoon/early evening.</p> <p>7) Select <u>ONE</u> or <u>TWO</u> meals and include your planned serving times for each.</p> <p>Breakfast: from _____ am to _____ am</p> <p>Lunch/Dinner: from _____ am/pm to _____ am/pm</p> <p>Snack: from _____ am/pm to _____ am/pm</p> <p>8) Estimate the average number of meals your site will serve daily. Please note It is important that you give us your best guess at an accurate daily average: this number will be your standard order and will be the number of meals you receive daily if Coordinator doesn't receive an adjustment. Breakfast _____ Lunch/Dinner _____ Snack _____</p> <p>9) Sites MUST have refrigeration available for breakfasts and lunches and secured dry storage for snacks. Does your site have adequate, safe food storage? Yes No</p> <p>10) Sites are required to save all program documents for 3 years plus the current year. This includes copies of pre-op visit form, proof of training, site review forms, and weekly meal records. Does your site(s) have a plan in place to retain all records? Yes No</p> <p>11) The site supervisor or other trained staff must be on site during every meal service. Will your site supervisor and all other staff who will be involved in meal service be ready for training and a site visit at least one week before the anticipated start date of your program? Yes No If no, when? _____</p> <p>12) Is your site a licensed childcare center? Yes No *If yes, how many children you are licensed for? _____ Submit a copy of your license with your application.</p>	
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Application continues next page.

13) If this is an outdoor site, where will you feed youth in bad weather (excessive heat, wildfire smoke/poor air quality, etc.)? _____

14) Sites must adjust meal orders and may adjust their standing order to ensure an adequate meal supply while minimizing over-ordering and waste. Can you arrange for the necessary communication with the SFSP office to adjust meal orders? Yes No

15) Will your site have reliable access to a smartphone, laptop, or desktop to submit forms online? Yes No

16) Do you plan to take the City-funded meals on field trips? Yes No

**If Yes, site staff must communicate field trip date, location, and meal service time at least 24 hours in advance of planned field trip. Staff trained in SFSP operation must serve meals on field trip.

17) It is a requirement of participation that sites inform their community that meals are available. Can you explain briefly what your plan is to do outreach for your meal site (e.g. flyers, signs, social media, etc.?)

18) Will you be closed on the 4th of July in recognition of the Independence Day holiday?

Yes No

19) Do you have any other planned non-operating days? Yes No

If yes, please list:

Note: you will need to update HSD of any unplanned closure dates throughout the summer.

21) If you are an organization applying on behalf of multiple sites, have you informed the lead person at each site that they will be participating in SFSP? Yes No

Do the site leads agree to the requirements of the program as listed in this application? Yes No

FREQUENTLY ASKED QUESTIONS ABOUT SUMMER FOOD SERVICE PROGRAM (SFSP)

	Program Area	Question	Answer
1.	Program Operation	When will Summer Food Service Program operate?	Meal service will TENTATIVELY run from Monday, July 1st, 2024 through Friday, August 23, 2024.
2.	Eligibility	How does my site become income eligible?	<p>To participate in the Summer Food Service Program, a site must be "income eligible." This eligibility is generally established in one of two ways:</p> <p>Sites may be located within the attendance zone of a school where 50%+ of students qualify for free or reduced-price school meals OR</p> <p>Sites may be located in a census block group where at least 50% of youth 18 and under are eligible for free or reduced-price meals, as determined by federally-determined income guidelines.</p> <p>Sites that cannot meet either of these eligibility requirements may still participate in SFSP by submitting household income information (due back to Sponsor by the end of the site's second week of operation) that proves that at least 50% of participating youths' families meet free/reduced-price meals income guidelines. Housing communities may also participate by submitting income data for residents that meets this 50% threshold.</p>
3.	Program Operation	What is the difference between being an Open Site or a Closed Site?	<p><u>Definition of Open Site</u></p> <p>Open sites are required to make meals available to all children and youth ages 1 to 18 years old who come to the site. Children and youth must be welcomed and invited to participate in meal service, although sites may still offer programming that is only for registered children/youth. Open sites work with City staff to advertise the availability of free meals, using such items as flyers, banners, and social media. Open sites MUST be able to qualify through school or census data. If a site cannot, or is unwilling to accommodate community children or youth, then it must operate as a closed site.</p>

			<p><u>Definition of Closed Site</u> Closed sites are restricted to serving only a specific group of youth, rather than being open to all community members 18 and under. Sites may operate as closed sites either because they do not have the capacity to serve as an open site, or because they do not qualify to participate in SFSP as an open site, but still serve a group of youth where at least 50% qualify for free/reduced-price school meals.</p> <p>Sites that cannot establish program eligibility via area eligibility, school or census data MUST operate as a closed site: this means they are restricted to serving only a specific group of children/youth <i>and</i> that they must collect income information from all participating children’s/youths’ families. The site must be able to provide documentation that at least 50% of the youth enrolled are income eligible. For example, if there are 20 youth enrolled in your program, then at least 10 must document that they are income eligible.</p> <p>Closed sites that qualify by collecting families’ income information must maintain their 50% or higher free/reduced-price eligibility at all times: if you have new youth attending your program at any point in the summer, the site must collect income documentation for the additional children. If youth stop attending your program, their income information can no longer be considered when determining free/reduced-price meal percentages.</p> <p>If you mark your program as a closed site on the SFSP application and requires the collection of income information, the forms will be sent to your agency automatically. Contact sfsp@seattle.gov or call (206)375-1186 with questions about income forms, or to receive blank paper/digital forms. If you need translated versions, please specifically request your needed languages. Languages available: Amharic, Cambodian, Chinese, Japanese, Laotian, Oromo, Russian, Somali, Tagalog, Tigrinya, Vietnamese.</p> <p>A site must establish income eligibility no later than the end of the second week of operation. If proof is not provided by the second week, the meal service will be</p>
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			<p>stopped until proof is provided. Sites that cannot establish eligibility to participate in SFSP will have to repay food costs for all meals and snacks delivered.</p> <p>Programs that serve a specific group of children regularly (such as enrolled day camps) and who do not have the capacity to serve as an open site – even if they meet income requirements through school or census data – may apply to be considered as ‘closed’ sites. Sites that qualify to operate as open sites but wish to be closed must provide justification for this decision that will get passed on from the sponsor to the state administrating agency.</p>
4.	Program Cost	What does the Summer Food Service Program cost my agency?	<p>SFSP is free to agencies that follow the rules and regulations of the program that will be explained in mandatory trainings, program handbook and handouts, and regular visits by SFSP staff. The City of Seattle is reimbursed for meals served at meal sites that meet all program rules. Agencies will be charged for meals/snacks that weren’t served in accordance with SFSP requirements – including but not limited to meals taken off-site, incomplete meals, and meals served by untrained staff – and for ‘excessive’ food waste (defined as >10% of the site’s total meals ordered for the summer) caused by inaccurate ordering and failure to make appropriate daily adjustments.</p>
5.	Eligibility	What if there are more than one selected program located within a building/address?	<p>When more than one program within a building/address applies to participate in SFSP, meals must be made available to the entire community, not just the children participating in specific programs. Only one ‘site’ may operate at a given address, so programs will need to cooperate to establish meal times, determine who will be responsible for going through City-provided training (at least one person from each program at the address should go through training) and decide who will complete weekly program paperwork and meal projections.</p>
6.	Program Operations	Is there a minimum number of children required per meal site?	<p>Programs that serve fewer than 20 children each day will be given lowest priority in the selection of meal sites, but all agency applicants will be considered for meal service and are encouraged to apply.</p> <p>Selected meal sites whose numbers drop below 20 children served per day at any point during the summer may be required to pick up their meals from the kitchen at 2445 3rd</p>

			Avenue South rather than having meals delivered: this is due to driver capacity restrictions.
7.	Program Operations	Who prepares the meals and snacks?	All perishable breakfasts and lunches are prepared by experienced Nutrition Services staff at the Seattle School District’s central kitchen, in accordance with the nutrition guidelines established by the U.S. Department of Agriculture. Snacks are vended through Seattle Public Schools as well.
8.	Program Operations	When are meals delivered?	In most cases, lunches will be delivered at sites each morning, in advance of the scheduled lunch service time. Breakfasts are delivered at the same time as lunches, but are delivered the day <i>before</i> their consumption, along with the current day’s lunches. Snacks will be delivered weekly
9.	Program Requirements	What is required of the Meal Site Supervisor?	While the meal site supervisor doesn’t need to be solely responsible for all aspects of running an SFSP meal site, the site supervisor <i>is</i> ultimately responsible for ensuring that all SFSP rules are followed. These responsibilities include ensuring at least two trained staff persons are on-site for the duration of each meal service, monitoring daily meal order quantities and waste, and completing all required program paperwork correctly and on-time.
10.	Program Operations	When can I expect to be trained and have my site’s pre-operational visit completed?	City of Seattle SFSP staff begin work in the weeks leading up to the start of SFSP meal service. This year, summer monitors will tentatively start by June 14, 2024. They will reach out to their sites to schedule trainings and pre-operational site visits starting on 6/26/2023. The Out of School Time Programs Coordinator is available to answer general program questions year-round but will not be scheduling staff trainings or pre-operational site visits.