Summer Food Service Program (SFSP)
Site Information Sheet Instructions

ADD NEW SITE

1. **Name of Meal Service Site:** Enter the name of the new site. This can be an address or an entity you are working with.

2. **Site Supervisor First Name/Last Name:** Enter the first and last name of the person trained by the sponsor to be responsible for the operation of the meal service at the site.

3. **Beginning Date of Meal Service:** Indicate the first day reimbursable meals will be served at this site.

4. **Ending Date of Meal Service:** Indicate the last day reimbursable meals will be served at this site. Please note that this can be changed or edited at any time.

5. **Site Type:** Depending on the sponsor type, you will be given a drop-down box with a list of site types to choose. The following are definitions of each:

   - **Open Sites:** These are geographic areas where at least 50 percent of the local children are eligible for free or reduced price meals, based on information provided by local school officials; or in geographic areas where 50 percent of the population is shown to be below 185 percent of the poverty level based on information provided by welfare or education agencies, zoning commissions, census tract data, or other appropriate sources. At open sites, meals are served to all children 18 years old and under with no registration or enrollment procedures required. Examples include: schools, parks, playgrounds, churches, etc.

   - **Enrolled Sites:** Sites that serve only identified groups of children, as opposed to the community at large. At least 50% of the enrolled children at the site must be eligible for free or reduced price school meals under the National School Lunch Program. Eligibility is based on income applications. This could apply to: Boys and Girls Clubs, YMCAs etc.

   - **Nonresidential Day Camps:** Sites that offer a regularly scheduled food service as part of a daily organized camping program for enrolled children. Camps are reimbursed only for meals served to children who meet the income eligibility criteria.

   - **Residential Camps:** Sites where enrolled children stay overnight as part of the regular program. Sponsors may claim reimbursement only for those meals served to children at the camp who meet the income eligibility criteria.

- **NYSP – National Youth Sports Programs:** A day camp sponsored program. For more information regarding eligibility, please refer to the SFSP Administration Guide.

- **Migrant Sites:** Open sites where the majority of the children being served are the children of migrant workers.

The name and address of the site automatically populates to the Site Information Sheet after entering the address in the Site Listing.

6. **Number of Meal Service Days (May/June/July/August/September):** Indicate (by month) the total number of days reimbursable meals will be served. DO NOT count days when meals are not served – such as holidays or weekends, when applicable. If you plan to operate Monday-Friday – select this option to simplify filling in the dates of operation. Meals service days will be totaled automatically in the final Site Information Sheet. If your schedule changes, please update this sheet before you file a claim.

7. **Method of Meal Preparation:**

   Self-preparation - meals are prepared by the sponsoring organization itself.
   Vended - the sponsoring organization is under contract with an outside organization (such as a school) to provide meals for your site.

8. **Maximum Number of Meals:**

   Maximum Capacity: The maximum number of participants that can be held in the facility. Attendance cannot exceed maximum capacity and you will not be able to claim participants above this number.
   Expected: The average daily attendance (ADA) you expect to receive can be calculated from last year's attendance. To estimate the ADA, first estimate the maximum number of children you expect to serve at each meal for each site. Second, adjust this number downward. For programs with open sites, the ADA is usually about 2/3 of the maximum attendance. Enrolled programs and camps can expect smaller variations in their attendance. This adjusted number is the expected ADA.
   Estimated Number of Eligible: Enter the number of children eligible for both free and reduced price meals (Camp and Migrant Only).

9. **Was this a site last year?** Enter "Yes" or "No" accordingly.

10. **Name of person conducting the pre-operational site visit and date of visit:** Prior to approval of the application, sponsors must visit all **new sites** and or **any sites that had operational problems last year**. These visits are to determine that the site has the facilities to provide meal service for the anticipated number of children and the capability to conduct the proposed meal service. These visits are NOT to be confused with the

required site visits during the first week of program operation. Please see the SFSP Administration Guide for a sample form that can be used to record the visits made.

11. Give dates on which the following monitoring visits will be conducted:

    a. First Week's Monitor Visit: To be conducted before the end of the first week of operation.

    b. **Second Monitor Review:** To be conducted before the end of the fourth week of site operation (by the 28th calendar day). The monitor must be at the site during the complete meal service at which time the ethnic (beneficiary data) count is taken as required by Federal regulations**.**

12. Select appropriate eligibility data for this site: Check only one category to describe the data used to document site eligibility.

National School Lunch Data: This data is used to qualify open sites located within a one-mile radius of the school from which data is obtained.

Enrollment: Enter the total number of children enrolled at the school.

Eligible for Free and Reduced: Enter the number of children eligible for both free and reduced price meals.

School: Enter the name of the school from which the data arises.

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    ** The percent eligibility will be automatically calculated. The percentage should be 50% or over to qualify as eligible to operate an open site.

Census Tract Data: This data is not as recent as the National School Lunch Data but will work if School Data is not available. Census tract data shows that the median family income in the area is equal to or less than the reduced price school lunch criteria.

County/City: Indicate the County and/or City for which the data pertains.

%: Indicates the number and percentage of children, ages 0-18 years, households with income below 185% of poverty.

Census Tract #/Block Group #: Indicate the Census Tract number and Block Group number for which the data pertains.

Enrolled Sites: All enrolled sites must establish the eligibility of the participating children using the Income Eligibility Application provided by the State Agency. Residential camps are reimbursed only for those meals served to children eligible for free and reduced price school meals.

Enrollment: Enter the total number of children enrolled at the site.

Eligible for Free and Reduced: Enter the number of children eligible for free and reduced price meals (according to the applications).

**If the information is not available at the time of application, the State Agency will designate this site as "Pending" until the actual information is received. In the meantime, choose "Other Data" and explain that eligibility will be determined before the program begins.

Other Data: Choose this category if you will be using other appropriate data,

document site eligibility (for example: local zoning data, housing authority information, economic surveys), or if you are waiting for the eligibility information (as described above in Enrolled Sites).

13. Will the offer vs. serve option be used? (For Schools only): This provision allows children at school sites to refuse certain meal components based on the school's menu planning system.

14. Is this site in a rural area? Answer is often "YES" but may not always be the case. Confirm with DOE if you are unsure.

15. Will meal delivery be within one hour of meal service? If meals are delivered to a satellite site away from the point where the meals are made, the meals must be at the site within one hour of meal service.

16. Meals will be stored until the time of meal service: Check the appropriate space or describe the procedure and equipment to be used.

17. Is there shelter in case of inclement weather? Check "YES" if the site is protected from the elements and will not be affected by bad weather. Check "NO" if the opposite is the case. Meals do not have to be served if the weather prevents outdoor service.

18. Any excess meals will be: Check the appropriate space or describe the procedure and equipment to be used. Please refer to the SFSP Nutrition Guide for guidance regarding the safe handling of food.

19. Are there regularly scheduled organized activities at this site? A planned function at a site that takes place before or after the SFSP meal service.

20. How will the site supervisor communicate with the sponsor to adjust the number of meals served? Check the appropriate space or describe how the Site Supervisor will notify the sponsoring organization or kitchen of the number of meals required.

21. How will the meal service be supervised? Provide a short description of the method of meal service and who is responsible for meal counts and ensuring each meal contains all the required components.