

## Summer Food Service Program Webinar Transcript SFSP Public Session 1

Welcome everyone, and thank you for joining us today for the Summer Food Service Program webinar. My name is Sara Gold, and I work in the office of Strategic Initiatives Partnerships and Outreach here at the Food and Nutrition Service. Before I get into our presentation today, I would like to review some logistics involved in using the Webinar tool that we have today.

Handouts for today's session can be found in the "Handout tab" of your Live Meeting tool. The Handout tab is on the right-hand side of your screen, and it looks like three little pieces of paper sort of filed on top of each other. By clicking that tab you will see that we have one handout available today, which happens to be a copy of today's presentation for you to take with you after we're done for the day.

There will be a question-and-answer, like our operator just said, following the end of today's presentations, and at that time, you can ask a question both through the Webinar tool using the Q & A tab at the top of your screen toward the left-hand side or by pressing \*1 on your phone to speak to us directly, just like the operator said, and we will remind you of that when the time comes.

Also, today's session is being recorded and it will be available online on our website on demand in the near future. You will receive an e-mail about that when it becomes available, so don't worry about checking our website or not knowing where to go. We'll send the information to you. With all that being said, let's get started today.

I will begin by talking to you a little bit about the nuts and bolts of the Summer Food Service Program, then we'll hear from our special guest, Paula Clayton from the Regional Food Bank of Oklahoma, who will be sharing a success story with us about Summer Food Service Programs, and then we'll be taking some time for some questions and answers with myself and my colleague, Katherine Quilin, who is here with me today as our technical program expert from the Child Nutrition Division here at FNS.

Okay. So let's get started with the presentation. The Summer Food Program provides free nutritious meals to children in mostly low-income areas. Participating children must be 18 years of age or younger. The Summer Program operates when school is not in session. This is typically from the end of the school year, in late May or early June, until school resumes, usually about late August or September. These dates vary widely across the country though, and different organizations that operate the program can sort of come in and out as to meet the needs of their community throughout the summer.

The Summer Food Service Program is a federally-funded program, but it is administered by a state agency, which is generally the Department of Education in each state. So what that means is your state is not incurring a cost for reimbursing the cost of the meals, but you would deal with your state agency when you sign up to become a part of the program.

And why are we here talking to you today? We need your help. We need your assistance with the Summer Food Service Program to make it work the best it can for the children that need it. There are over 18-million children in this country that are eligible for the Summer Food Service Program, and yet only 3 million of them receive meals each summer. The problem with low participation is especially critical in rural areas where transportation and a number of other issues becomes an obstacle. Regardless of your location, there's a good chance that a program is needed in a community near you. We need good sponsoring organizations that will put a program together and feed hungry children. I got a little bit ahead of myself there.

Okay. Program benefits: So the program provides nutritious meals to children from low-income families. In many communities, the two meals received by children each day in the summer may be the only ones they receive during their summer vacation. This is similar to how we think about our School Meal Program. When children eat a school breakfast and a school lunch, it might be

## Summer Food Service Program Webinar Transcript SFSP Public Session 1

the only full square meal that they get during a day, and we really want to replicate that in the summer with this program.

The program gives the children the nutrition that they need to learn, play, and grow. The food energy will help them properly develop and stay healthy to begin a new school year. The program helps low-income families stretch their food-buying dollars through the summer months. Remember, while the child is in school, like I said, lunch, and many times, breakfast is provided to the child at no charge or at very little cost for those nine months of the year, and let's not talk about the eating machine a teenage boy can be. We know that they can eat a lot. And last, the activities that programs provide for these children helps keep them mentally engaged and ready to learn when the school year begins.

So what exactly does the Summer Food Service Program do? The Summer Food Service Program can provide two meals per child per day. That's a lot of food. Any combination of two meals may be served except for a lunch and a supper. Normally a program will provide a breakfast when the children arrive and then provide a lunch before the children leave the site. A snack may be served, but it doesn't count as a meal. There is an exception to the two-meal rule. Camps, as well as sites that serve the children or migrant workers may serve up to three meals per child per day. So you can see there's a little bit of flexibility in the program depending on what kind of site you might run. And, of course, all meals must meet the USDA standard to be eligible for reimbursement. A typical lunch may consist of a meat and cheese sandwich, carrot sticks, an apple, and a carton of milk, so basically your basic healthy meal for a growing kid.

So let's talk a little bit about the Summer Food Service Program operations, and you will see, we tend to use the acronym SFSP, which you can see at the top of the slide here, so that we don't have to say the full name all the time. It's a little long. The summer program begins when a community works with the state agency. The state agencies are responsible for all administrative requirements of the program. To participate in the SFSP, each sponsoring organization must sign an agreement with the state agency. The agreement sets forth the responsibilities of the state and the sponsor. The state is also responsible for providing training and technical assistance to all sponsors. States want sponsors to succeed, so they will take every step necessary to assist both new and experienced sponsors. State agencies are also responsible for monitoring the operations of participating sponsoring organizations.

So what does a sponsoring organization do? Sponsoring organizations are the bread and the butter of the summer program and are responsible for a wide range of functions. First, they accept financial and administrative responsibility for their program. Second, they manage a food service. This means that the sponsor must have the food preparation facilities or the capability to oversee a food service management contract. Sponsors also train and monitor sites and site personnel, arrange for meals at each site, oversee the operations at each feeding site, assure all paperwork is completed accurately and in a timely manner, and most importantly, they submit the claims for the reimbursements.

So who can be a sponsoring organization? The list is as long as your imagination. There could be a community or faith-based organization, private nonprofit organizations, local governments, school systems, colleges and universities participating in the National Youth Sports Program, Migrant centers, Indian reservations. Those are just a couple of the top kinds of organizations that become sponsors. There are probably a lot more in every community that could be a sponsor.

So we've been talking about the sponsoring organizations, like I said the sponsor of a Summer Food Program handles the administrative burden and handles the reimbursements and all that. Now we also want to talk about the sites, which is just where the food is actually served. A feeding site, which would answer to its individual sponsor, can be located in a number of places, indoors and outdoors. Sites can be located in parks, swimming pools, community and recreation centers, churches, playgrounds, housing projects, camps -- both residential and non-residential

## Summer Food Service Program Webinar Transcript SFSP Public Session 1

are included there -- school, migrant centers, libraries, or just about anywhere where there are children.

And I know that this can get a little by confusing here between sponsors and sites, so think of it this way. Let's say that your local school district is the sponsor of the Summer Food Service Program. That sponsor can have sites in multiple areas in the community. So there might be a site at the actual school, but that school district might also operate a site at the library, where the library would be the place where the meals are served, but the school district would actually be the one submitting the claim for reimbursement. So sponsors handle the reimbursements and the administrative sort of tasks of the program and deal with the state, and they also oversee any number of sites that can work under them to host the program. A site can be a sponsor as well, so the library could be its own sponsor and hold its site right at the library. But like I said, a sponsor can also have multiple sites with different organizations operating them.

To get a little bit into the technical aspects here of the program, there are a couple different types of sites, a couple different ways that the program can operate in order to feed children. We have both what we call an "Enrolled site" and an "Open site," which you can see here on the slide. An open site serves meals free to all children 18 years of age or younger. This means that let's say the site is a park. Any kid who comes to that park during the meal time is going to get a meal at that park without needing to show any sort of paperwork, without needing to show any sort of way that they've signed up to be there. They get a meal because that site is area eligible, which means that the location of that site determines that all of the kids who might show up there are basically eligible.

The second type is an enrolled site. An enrolled site requires the child's family to complete an enrollment form and a household income application. So in that site, in an enrolled site, it is the actual income level of that particular child's family that determines whether or not they get a free meal. And we've got a little bit more about that as we move forward here.

Site eligibility, as I just said, alluded to this area eligibility. A site is area eligible if 50 percent or more of the children in that school service area qualify for free or reduce-priced meals based on school or census data. For an enrolled site, families must submit a household income application for each child enrolled in the program. If 50 percent of the applications demonstrate eligibility for free or reduce-priced meals, then the site may serve free meals to all children. These criteria may sound a bit confusing, but your state agency can help you through the process, and it will be relatively simple to determine which type of site you might be.

Okay. And we two exceptions here. There's always an exception to the rule. Residential and non-residential summer camp may serve up to three meals per child per day; however only meals served to children who meet the free or reduce-priced meals criteria based upon household income applications will be reimbursed. The second exception is for feeding sites that primarily serve children of migrant workers. In order for the site to be determined eligible, the location must be certified by a migrant organization, then the site may serve up to three meals per child per day to all children.

And I know this is getting sort of bogged down in the details here. Just to give you a quick overview and let you know about the flexibility of the program and how there are so many different ways that you organization might be able to fit in here to serve children. And like I said, you'll be able to take a copy of this presentation with you, which will help you let it sort of let it all soak in and look back as you're thinking about the way that your organization might fit in. So moving on here.

Let's talk a little bit about the reimbursements and how the federal funding for this program works. USDA provides two types of reimbursement to defray the costs of operating the Summer Food Service Program. Sponsoring organizations receive reimbursement for operating costs, which include the cost of the food, the food supplies such as paper bags and napkin, the cost of labor to

## Summer Food Service Program Webinar Transcript SFSP Public Session 1

prepare the meals. Sponsors also receive administrative reimbursement for costs associated with doing paperwork, training, the monitoring of the sites, and all the other functions we discussed earlier. Additional reimbursement is also provided to sponsors that operate sites in rural areas or prepare their own meals, sometimes referred to as "self prep."

So what can you do? Well you did the first thing by listening in on this webinar and getting the facts and the information about what it takes to be a Summer Food Service Program participant. So what can you do? Well you can decide that you can take on that administrative work and become a sponsor of the program. There are plenty of organizations that do that during their first year in the program. Some, they opt for a little bit less cumbersome responsibility and they want to be a supervising feeding site for the summer, which means you would figure out where the sponsors in your area are, contact them, and sort of join on and become a site under a different sponsor. Or you could oversee an activity program at a feeding site.

Many folks spend their summers looking for interesting and innovative activities for children. We've even had a zoo representative bring animals to feeding sites for show and tell. Any kind of activity that people might volunteer to do with kids at a camp, summer food service sites really need you there to help out. We know that one of the reasons that kids go to sites is when there's a fun activity that draws them there. The food isn't always the biggest and best draw. We need to give them something to entertain them and help them have a productive and fun summer.

Also, another way to get involved is if you have meal preparation facilities, you could be a meal vendor. As a vendor you would enter into a contract with a sponsor to provide the meals for all the sites. These are just a couple ideas. Other things that summer programs often need are transportation or, you know, extra funding to kind of help defray, you know, any of the additional costs of activities or things like that. Really anything that your organization can offer, it's probably needed somewhere in your community for the Summer Food Program.

So who do you contact to see what you can do? These are just a few organizations that you may want to contact to obtain community information or form partnerships with. These aren't the usual suspects. You might not have thought of these right off the bat. The mayor's office, they will likely know community organizations that you can partner with. County extension agents, they usually know their community and other organizations. Boys and Girls Clubs are probably a way of many local children's programs that you could connect with. Salvation Army has had a lot of successful summer food types run by the Salvation Army, and they might need your help. Police and fire departments are usually willing to help community organizations with all sorts of things, you know, touch the fire truck day and dog fundraisers and all sorts of things. Local community groups like the Rotary Club can possibly help with transportation, and local libraries often have summer reading programs in the buildings suitable for serving meals. You know, contact these organizations with this kind of information in mind, and others in your community can also be helpful. The list really could go on and on.

So keys to success, like I mentioned, creative and fun activities for kids and teens. We found, like I said, that the meal is often not enough to draw children to a site; however add one or two meals to your recreation program and you have a winning combination, and that's really where these partnerships come in handy. Your organization doesn't have to go it alone. There's a lot of local resources available when a couple of organizations come together to make a successful program. And there, you know, that's what I just said, the partnerships really matter.

Next, involve the parents whenever you can. Parents often know the community and neighborhoods -- the children in the neighborhood really well, and they're often your best source of information. Maybe your organization can't become a site in your building because you don't have the room, but maybe those parents know which parks are the best, which have the best civilians to serve meals, which parks have the most kids coming in the summer to play or, you know, where the football games are happening, that sort of thing.

## Summer Food Service Program Webinar Transcript SFSP Public Session 1

Be resourceful and innovative, looking for opportunities, especially unlikely ones. For instance, an example we have here, in rural Nebraska a sponsor was having difficulty finding a local meal vendor. He approached a local hospital, and the hospital was very interested and needed very little technical assistance on how to serve nutritious meals. They had the know-how, they had the resources, and they were there to help. So you wouldn't necessarily think of a hospital as your food vendor, but for that community in Nebraska, it worked.

Above all, you need to find a local champion, especially in rural areas, and maybe that champion is you, just needs someone to go the extra mile to get the job done. It needs a person or an organization to know and understand that starting a program, especially in a rural area, may be difficult at first, but the hard work will pay off in the end. Local champions are creative, innovative, and self-starters. Every community has a few local champions. Maybe you're one of them, and you just need to find some of the others. And I think maybe we do have some on the phone today that are those champions.

So getting started, we need you to contact your state. And we have here the website [WWW.SUMMERFOOD.USDA.GOV](http://WWW.SUMMERFOOD.USDA.GOV). Look at that site, click on getting started, and it will take you to a list of state contacts and places to call in your particular area to help you get started.

With that all being said, I'm going to stop my talking and blathering on, and we'll get to the good stuff. We have a success story here from Paula Clayton who is the Childhood Hunger Director of the Regional Food Bank of Oklahoma. Paula are you there.

Yes, I am, thank you.

Great. So Paula, can you tell us a little bit about your Summer Food Program. We've got a slide up here of things that we think people might be interested in. And then after you're done, we'll take all of the questions and answers for both your program and the program in general.

Okay. Well we started about eight years ago in the Summer Feeding Program because the Oklahoma City Schools had to close down their sites because of funding problems. And we started in the Oklahoma City School District, but since then, we have expanded to 44 different sites. 26 of them are in Oklahoma, and the other sites are in rural sites around the Oklahoma City area. Last year we served almost 98,000 meals to over 1,700 children, and those meals included almost 60,000 lunches.

All of our meals are non-perishable. We don't have a kitchen here to make the meals to have the perishable meals; that includes all of the -- the milk is shelf stable, and we use East side Entrees a lot. So we can ship these meals out to the rural areas every two weeks, and then they don't have a problem with storing the food, and they can pull out which meals that they want. We typically have about a ten-day rotation of meals, and we use the East Side Entrees, and then we do some of our own packaging also. Let's see.

Eight years ago, we started, like I said, and we have found that having a really close relationship with the State Department of Oklahoma -- the State Department of Education in Oklahoma is critical. We have to have close contact with them and to attend their training sessions, be friends with them. We bend over backwards for them. We do everything that they ask us to do. That is the only way we can keep the program going and has proven to be very helpful. We also rely on the Feed America site for a lot of resources, the HUNGER.NET site.

So the benefits are really good. One in five Oklahoma children are in danger of going to bed hungry every night, so sometimes the free and reduced meals that they receive during the school year are the only meals that they'll get. We had one story last year. Some of our sites are in the parks and recreation sites in the Oklahoma City area are where a lot of children congregate, at the pools and the activities that they handle there. But one little boy was riding his bicycle every day to the site to each lunch and to play. The last day that we had the summer feeding program

## Summer Food Service Program Webinar Transcript SFSP Public Session 1

open that day, I saw him and spoke to him, and he said, "Is this the last day," and I said, "Yes, it is." And he said, "Well what I am going to do between this day and when school starts in two more weeks for lunch?" And I didn't have an answer for him, but that just showed us how critical this is for some of the children in our community. This story could be repeated over and over again across Oklahoma, and that's why we do it here.

The tips I would like to say, you know, there is a lot of paperwork involved, and you have to start early. We start in December planning for summer feeding programs. We work with our Transportation Department planning routes to deliver the food. We work with all of our site directors, and we have training, training, training. They have to be trained in knowing what a reimbursement meal is. They have to be trained on how to do the paperwork so that we can make the claims for reimbursement. So that's the main part that we do with our sites. We train them and then we monitor them very carefully to make sure that they are complying with all of the USDA and State Department requirements. So that's about it. And I'll be happy to answer any questions.

Can you talk a little bit, before we go to question and answers, about the demographics of the areas that you serve? The demographics of the children that we serve, there are -- most of them are over 80 to 90 percent in the poverty areas that we serve for summer feeding.

Uh-huh.

And they are in the schools. Some are in schools where they have summer sessions going on. Some of them are in the parks-and-recreation sites. Some of them are in churches, some of them are in Boys and Girls Clubs. Let's see. We have sites in community centers. Those are really generally pretty popular. We have lots of volunteers there. Now volunteers are the mainstay of how we run our program. They all contribute their time to be out there to try to serve the meals. We serve breakfast and lunch. We don't serve any snacks or any suppers.

But most of the time, the lunches are the most popular. We found that breakfast is -- the children don't come out for breakfast as many as do for lunch. So most of the time we're in the schools when they're having summer school sessions. And you're right about the activities. If there's no activities offered, then the counts go way down. We're also in the housing project area in Oklahoma City where we found that a lot of children live and rely on those kinds of meals.

Great. Thanks, Paula, so much for sharing your story with us.

You're welcome. Thank you.

And at this time, I would like to open it up for questions and answers. Operator, can you explain again, how everybody can get in the queue to ask a question.

Absolutely. To ask a question, please press \*1. You will be prompted to record your first and last name, so please, if you have a question, take yourself off the mute and record your first and last name. Once again it is \*1 to ask a question.

Thanks. And while we're waiting, I'll just remind everybody if you didn't do it or you weren't on quite on the beginning of the call. The upper right-hand corner of your screen there is a little icon that looks like three little pieces of paper. That's where you're going to find the handouts. And what we have there today is a copy of this presentation for you to take with you. Operator, do you have any questions showing?

At this time, we don't have any questions.

Okay. And I'd also like to remind everybody to check out this website we have here on the screen, [WWW.SUMMERFOOD.USDA.GOV](http://WWW.SUMMERFOOD.USDA.GOV), on everything that we talked about today you can

## Summer Food Service Program Webinar Transcript SFSP Public Session 1

find on that website, as well as lots of other resources, which we will be updating soon. There's actually going to be a new tool kit for outreach available on that website very soon, so you're going to want to put that one in your bookmarks and check back pretty often. Operator, do we have in questions yet?

We do. We do. Our first question is from Dr. Wright. You may ask your question. Good morning, and thank you for this opportunity. I'm working for BCCAP, Burlington County Community Action Program, and I did complete a summer camp with 60 students last year, and they were trying to get a food delivery, or actually, a food system set up in that area, and we could not get the parents to file the forms actually. There were only three people that completed it. I'm trying to see, is there a list of the areas that actually show that it's rural and we don't need those forms so that we can go ahead and get those foods sent out. Or is there not a list? And I'm looking at Willingboro, Burlington City, Beverly, those areas of South Jersey.

I'm going to turn this over to our program expert, Katherine. Hello. For camps, there is not one master roster that you can pull from. Your best source is directly from the parents to receive current information. Another option that you might be able to explore is to talk with your school in the area that you want to have the camp and see if there is maybe some assistance that they can provide in getting you the information that you need.

And that's as you spoke about with the child census. I think you were saying that earlier, there's a census that's out in certain areas.

You may use census data, but that's to establish an open site. And I think you mentioned a camp, is that correct? It was a camp, but that was one site, and I'm hearing from --

Oh, I'm sorry. I thought you were talking camp across the board. For an open site, yes, you may either use school data or you can use census data.

Okay. And the school principal would have that?

The school principal, if that person does not have it directly, should be able to direct you to the admin office, or I'm sure that gets handled in various ways.

Okay. Thank you for that.

You're welcome.

So we're going to go to a question here that came in over the Webinar tool. Somebody is asking us, "Is there a maximum reimbursement rate for meal preparation per meal?"

In summer you are reimbursed at the highest at all the -- it's a meal times rate, and that rate is at the highest rate there is. We have that posted, actually, online if you'd like to take a look at that, and we actually also have it split up between self prep and rural. It gets a little bit higher reimbursement rate, and it is only a lit bit, like one or two pennies, versus vended meals.

Okay. And we have another question here. "Are children allowed to take food home with them?"

As a general rule, no. What we recommend is if you experience some kind of an excess food situation and it's something that's ongoing, we first recommend that you check your orders against your participation and make sure those match up. We do recommend -- we want to take all the measures to avoid wasting food. Children may use a sharing table, where if you have leftover anything, the children may go ahead and take those and consume them on the spot; however, we do not want food, as a general rule, besides maybe that odd piece of fruit or so, we do not want food to leave the area, simply because it is the food is meant for the children and

## Summer Food Service Program Webinar Transcript SFSP Public Session 1

we're worried about food safety. We don't want anyone getting sick from food meals that may have been out in the sun and we can't guarantee the safety of.

Operator, do we have in questions in the queue?

We do. Doris Daniels, you may ask you question.

Yes, you spoke about East side Entrees, and I wanted to know where were they located, and how much did they charge per meal?

Paula, I think this is for you.

East side Entrees you can find them on the Web at EASTSIDEENTREES.COM, I believe. And they have the non-perishable meals, and they also have thaw-and-serve meals if you have a freezer and refrigeration available for your use. The meals, it depends on how many you order how much they cost. If you order the maximum, right now they're about \$1.90 each, and they contain every component that is required. We sent the product formulation statements to our State Department before we used them, and they okayed them for use like that. I'd also like to say that we got a waiver from our State Department to let the children, once they eat their meal at the site, if there was any unopened component to the meal, they could take that home with them. We also had sharing tables for them to use for their milk or other items that they couldn't or didn't want.

And I would also encourage anybody who is interested in starting a program to check with your state office for a list of resources in some of the food service, because it can differ all over the country where you best bet is and who has got the great relationship with your state and who is local and that sort of thing. So definitely check out all your options before you make your decision.

And let me just also reiterate what Paula was saying. If she received a waiver, that is perfectly acceptable, but she did get a waiver, so we could get into a lot of issues of noncompliance just in the interest of not wanting to waste food or whatever the circumstances may be where we let children leave the area with food. So please check with your state agency. Check for guidance, and make sure you're being program compliant. We really want to reiterate that.

We're going to take another question here from the Webinar tool. Are the CACST participant applications and enrollment applications different from the SFSP forms?

Those are forms that can vary from state to state. Usually, by and large, they follow the same kind of format, but that is something for specific information that you will want to contact your state agency about.

Operator, do we have anymore people in the queue?

We do. Becky Neilson, you may ask your question.

Yes. I was interested -- currently with are with Community Action, and we currently have a program. Through the Advantage Program we already deliver frozen meals to elderly, and I was just wondering if we did the non-perishable foods or the shelf-stable foods and we took them to the different sites, is there funds available for staffing to deliver and distribute those meals, or are we looking for just Boy and Girls clubs that we would deliver and go on? Does that make sense?

Are you asking if there are funds available to deliver meals to children's homes or to deliver meals to the sites?

To the sites.

## Summer Food Service Program Webinar Transcript SFSP Public Session 1

The funds that you receive under SFSP are admin and operating. Those are already folded into your reimbursement. Once again, you may want to contact your state agency to find out if there are other or additional sources of funding in helping you to do what you're suggesting here.

Okay.

And this is really a situation that questions comes up quite often, where we're really encouraging local solutions and partnerships at the local level so that, you know, if you need meals delivered to the sites once a week, if you're using shelf-stable, or every other week or something, and you've got a church that's looking to do some community work and they have church vans, that sort of thing, it sounds simple, but we really believe that local solutions work really well with these partnerships to make the program work in each individual community.

So you could use volunteers or paid staff?

Yes, true.

Okay. Thank you.

You're welcome. Operator, next question.

James Joseph, you may ask your question.

Yes. My name is James Joseph with Neighborhood Enrichment Exchange in Houston, Texas, and we're going to be an open site, but we're a startup, and I wanted to know anything about advance payment for startups.

You need to talk with your state agency about that. Are you planning on -- it would depend on either your sponsoring if you're -- oh, there's an awful --

Hold on one second.

Okay. Sorry about that. Oh, this is much better. You need to talk with your state agency about that and see, because that's another thing that varies from state to state. Based on what kind of operation you'll be and where you'll be, and your state can give you those specifics.

Okay. We have another question here coming in over the Webinar tool. Susan from Neighborhood Service Council in Dallas, we have an after school and summer program for K through 11th graders, who and how do we connect to get more information about becoming a sponsor? Would it be our local Regional Food Bank?"

Actually, that's going to be your state agency. In Texas, I believe it's actually your Agricultural Department, and that is listed on our website, [WWW.SUMMERFOOD.USDA.GOV](http://WWW.SUMMERFOOD.USDA.GOV). You're going to go to that website, and where you'll find the -- I'm sorry -- where you'll find the numbers, you'll look for Texas, and that number will be there. Do we have another question in the queue, operator?

Yes. Janelle Roy, you may ask you question.

Thank you. You know, actually my question was answered earlier. It was about the reimbursement rates, talking about operating and administrative, and then when you talked about the additional funding or something additional for rural and self-preparing, so I guess you answered that already, so thank you.

Oh, you're welcome.

## Summer Food Service Program Webinar Transcript SFSP Public Session 1

Please also be aware that although the presentation still separates out, as I personally think it well should, the admin and the operating costs, in 2008, there was is a new provision. It's called "Simplified Summer," and that is when sponsors prepare their paperwork for claims for submission to the state, they only have to look at the actual final meal-times rate. We do leave that separated out when we do these types of presentations to remind sponsors that for their recordkeeping purposes, they do still have to keep those separated, and that the state does a review to a sponsor, they have to document that these are being separated out and that they can account for both. But as far as submission process, it is only that rate times -- meal times rate figure that has to be submitted, which was intended to streamline and ease the burden of paperwork.

We have another question here. "If you have done an order, but some children that you thought would be there that day, why can you not allow other children to take the food home? And, again, that's really a food-safety issue for us. We understand the sort of counterintuitive nature of not allowing children to take the food home. But because we need to make sure that we're assuring food safety standards are upheld, we really can't let a child take food that may spoil home with them, where we don't know what's that's happening to that food when it's being paid for by the Federal Government. So we understand that is not the necessarily the friendliest of regulations, but we're really trying to ensure food safety there. So I hope that answers that question. Operator, do you have another question in the queue.

Yes. Isaac Baron, you may ask you question.

Yes. I've heard it answered, but I just wasn't sure exactly where to find the reimbursement rates on the SUMMERFOOD.USDA.GOV.

Where exactly you would find them on the website?

Yes, ma'am.

You know what, we're going to have somebody look into that, and we'll get back to you, and I'll say exactly where they are over the line or call. So sorry.

Okay.

Thank you. Okay. Let's see, the next question over the Webinar tool, "Is purchase of a vehicle an allowable cost? Is mileage reimbursable, and if so, what's the rate?"

I don't know the mileage rate. That's something that your state can help you with. The allowability of cost is also something I am going to defer to the state again, because once again, it depends on what function that van will actually serve. And there are percentages that can be reimbursed and cannot. So you really need to get in touch with your state for specific guidance on that.

Okay, operator, next question.

Monzeta Allen [PH], You may ask your question.

Thank you. I had a couple of questions. First, I think I worked one out. I was trying to download the presentation for today. I think I got that done. But I went to the SUMMERFOOD.USDA website, and it says "Click here to list state contact information," and there's nothing to click. It won't click. So if we could get some help with that. And then finally, the open site versus the enrolled site, can you give me just a little bit more clarity on that. We have an afterschool and will have a summer program, and so how do we determine if we are going to be open. When they enroll, does that mean when they fill out all of the applications and all of that?

## Summer Food Service Program Webinar Transcript SFSP Public Session 1

The difference between open and enrolled is -- let's see, you just have to decide on -- it's supposed to give you a little bit of leeway on how you set up your program. When you have this open site, generally you're taking the school data, as the presentation said, you can also use census. But if you have that 50 percent that's eligible for free and reduce-priced school lunches, that whole site is open.

Okay.

The enrolled provision, and there are different nuances within that, but enrolled is generally something like a camp, or if somehow -- and the camp allows you to -- you don't have to be in an open area. You can have a camp in an otherwise, quote, unquote, non-eligible area, and that's why you're collecting the applications to determine who is going to be free and who is going to have to pay for their meals.

Okay.

But you have a lot of -- you have some movement within a requirement. You can also actually have something called a "restricted open site." I don't want to get too technical.

Right. Okay.

But if you're maybe in a more urban area, or maybe there are limitations on your open site because of space or safety or something like that, you're not restricting, necessarily, the open site to the public, but you are restricting it to maintain safety and some kind of a good environment, enriching environment for the children. Does that make sense? Does that kind of answer your question? It does.

Okay.

It gives me just what I needed to know. Thank you very much.

Okay.

I have answer to that gentleman's earlier question about just where on that website can you find the reimbursement rates. Current reimbursement rates are listed under the "Frequently asked question" section. So if you go to [SUMMERFOOD.USDA.GOV](http://SUMMERFOOD.USDA.GOV), look at the right-hand side of your screen, there's actually a direct link right to the FAQs, and you will find at number nine on the FAQs the current reimbursement rates. So operator, do you have the next question in the queue?

Barbara Laclare [PH], you may ask your question. Yes. I have a question about operating southern sites in rural areas where, during the school year, children are typically bussed quite a distance to the school location. Is there any reimbursement in the system for transporting children in a feeding site in these rural areas?

Well this kind of loops back into the previous question about the allowability of costs in terms of vans and mileage. We do encourage, especially rural, like Sara was saying in the presentation, is a challenge. It's a huge challenge because transportation is such an issue for people to get to the sites. So we recommend that people get kind of creative maybe about a van becoming an actual kind of a roving food site. The main emphasis in summer is about congregate feeding. So as long as the children eat together and eat that meal -- all of that meal together, you could, for example, have a roving meal site. Put out a blanket, put out a couple of chairs, let the kids eat, and go to the next rural site.

## Summer Food Service Program Webinar Transcript SFSP Public Session 1

Conversely, if that doesn't work into your plan, you could use that van to go and get the children and bring them out to a larger rural site. There are lots of different combinations, and once again, you'd need to talk with your state just in terms of what's allowable in assuming those costs and responsibilities.

Thank you.

You're welcome.

Okay. We have another question here from the Webinar tool. "We have a severe staffing shortage at my library, can I rely on volunteers to serve meals? How many hours can paperwork take?" So those are two separate questions. First do, "Can I rely on volunteers to serve meals?"

Well I think that bodes. I think volunteers, by nature, I don't know that I would rely completely. I'm sure there are some very good volunteers, but that's what they are. They're not being paid, and they're motivated by their interest in what you're trying to achieve. So I don't know that, personally, I would recommend totally rely on volunteers for the success of my program. What was the second question?

The second question is, "How many hours can the paperwork take?"

There is paperwork involved. I cannot give a hard fast number. There is quite a bit of paperwork involved, as with most federal programs. However, as with many federal programs, a lot of it is the initial paperwork that year after year, then, only requires maintenance. But I'm sorry, I can't give you an amount. What I can say is that your state is there to provide you as much guidance and as much help filling out that paperwork as possible. They're really there as a tool and not as a stumbling block. So, yeah, I can't give you a time. Sorry.

And I'd just like to add onto the question about relying on volunteers. I think Katherine is definitely right. To sustain a program, it can be very difficult to rely on volunteers only in terms of your staff. But I just would reiterate that it's not an unallowable activity by the program. But that's something that you're going to need to talk to your state about, again. Because there are sometimes state restrictions on who can work with children in that way. Sometimes a state requires some sort of background check for age limits, that sort of thing. The same way that states regulate like substitute teachers and that sort of thing, sometimes they impose an additional restriction on volunteers that are serving meals to children, especially in schools and recreational centers, that sort of thing. So it's not an unallowable activity from the federal perspective, but you're going to want to just keep everything open with your state in terms of who you are using to run your program. Let's see. Is there another question in the queue, operator?

Yes. Charlotte Teal, you may ask your question.

Yes. We have hot meal sites for senior citizens in our agency. They come in and are served a hot meal at 11:15 to 11:30, somewhere around there, and they're usually gone by 12:00. Is it allowable to have children come in after that and have a hot meal on this program?

Yes, that's perfectly fine. Yeah.

Okay. As long as the senior citizens were okay, then you would be okay with it; correct?

Well from our perspective, the senior citizens would not impact or have anything to do with the Summer Food Service. Those are two different programs.

Yes. Okay. Is there a certain time that lunch has to be served by?

Summer Food Service Program Webinar Transcript  
SFSP Public Session 1

No. I'll have to get back -- there is a time restriction. But, no, for the most part, sponsors have the ability -- we look at traditional meal service times, breakfast, lunch, and dinner. But I will get back with you with specifics on the times. Okay.

Okay.

What's your name again?

Charlotte. I'm sitting in with Becky Neilson. So Becky Neilson, you have the contact for Becky Neilson.

Great. We'll get back to you with a more specific answer. And in the meantime, I would venture to guess that that information is also on the website, but we will find it to you and get it to you.

Thank you very much.

Operator, next question.

Joanne Tucker, you may ask your question.

Yes. I'm with San Diego Unified School District, and we have been serving quite a number of meals every summer as a sponsor. We serve them in schools and in rec centers to about 67 locations. Last year we served about 250,000 meals during the summer. My comments are to those people who are looking to find a sponsor. Do look at your state agency and find the lists, and then call them to see if you can be added to their sponsorship. We are more than amenable to adding sites to our list, and they can be private churches or apartment complexes or camps or whatever.

If it's outside, physically outside our district, we can't drive outside our district, but we can have people drive into the district to the various production kitchens that prepare these meals. And it's a matter of just finding out what's going on in your community because there are a lot of people out there who do want to add sites. So look for different ways to do it. And in the State of California, we're looking at a number of different ways to do service in rural areas. And in one area, for example, UPS decided that they would get onboard and deliver meals from one school area to a remote Post Office area to meals are served to that rural community. So be creative in your methodology of getting these meals out to the kids. It's really important.

Thank you for that, and thanks, again, for encouraging people to find out where the sponsors are in their areas and their states, because I think that, like we said earlier, although some organizations are set up and able to hop onboard as a sponsor right away, some organizations really are better served by becoming a site and learning about the program that way and then deciding whether or not they want to move into a larger role, becoming their own sponsor or really just serving as a site. I think that's really gave advice that you gave.

I'd like to answer a question we had earlier about the state contact list. We have checked it out on our website, and it does seem to be working, so I would encourage whoever was having problems to reload that page and try again. We also have attached the direct link in the "Notes tab" of the Webinar tool. This tab is on the top right of your screen. It looks like a yellow notebook page, so if you click on that "Notes tab" on the yellow notebook, you will see a direct link to that state contact list.

The next question here, we've got a question, "Where does the Oklahoma Food Bank order the food from?" Yes, that's East Side Entrees is what Paula said, I believe. She also said they get food from other places as well, but for the majority, they use East Side Entrees. Operator, do you have another question in the queue?

Summer Food Service Program Webinar Transcript  
SFSP Public Session 1

Yes. Dr. Wright, you may ask your question.

Everyone's answered them, so I thank you.

Great. Next question.

Once again to ask a question, you may press \*1. James Joseph, you may ask you question.

Yes. This is James Joseph with Neighborhood Enrichment Exchange in Houston. I have a couple of questions here. One over the administrative and operating costs. We're figuring that's just over the duration of the program; correct?

First is what?

When you're doing your calls for your administrative costs and operating costs, that's just for the summer months?

Yes, correct.

Okay. And when does the program start?

Well it differs a little bit state by state because of the way that school schedules are. It operates when school is not happening. So that's going to differ -- we can't give you an individual date for the whole program because some schools run a little bit longer than others and in various places. So you would want to check with your state to get that specific information.

Okay.

Traditionally, we're looking at the June to August time frame. That seems to be traditionally when most summer vacations happen.

Okay. Thank you.

You're welcome. We have a note here to the person who had questions about Summer Food Service Program in New Jersey. The state agency in New Jersey is the State Department of Agriculture, and this person has given the number here as (609) 292-4498, which you could also find on our state contact list, and that should be to talk to a Sherry Walker in New Jersey.

Let's see, we have another question here. "Are state agencies allowed to grant a waiver for food other than a fruit or vegetable to be taken offsite, such as packaged items?"

Very rarely will that happen. And that goes back to both what Sara and I have been saying is, food safety, number one. That is why I would say, no.

Okay. Let's see, we have one more question here on the Webinar tool. Are materials for the educational programs an allowable cost? Unfortunately they are not, if you're talking about the enrichment approach, you know, like arts and crafts, some sort of activity for the day, sports, educational tutoring or something, that is considered a separate cost that the site or the sponsor would incur, which is also why we're really encouraging partnerships. That's where your volunteers are really going to make the difference, because we know that that's an expense that's hard to deal with for a lot of sites. But we also know that that's what makes them the most successful.

So we are really encouraging looking into those local partnerships to, you know, use that volunteer power that your community organizations have. You know, high schoolers needing volunteer hours to graduate, that's sort of come into play in the last decade or so. Some high

Summer Food Service Program Webinar Transcript  
SFSP Public Session 1

school students need to do volunteer hours as a component of their graduation requirements. You know, check out that high school to see if there are people who want to volunteer with kids during the summer. So unfortunately, no, it's not an allowable cost. But we do think that there are ways to make it work.

Operator, are there any last questions?

We have no further questions.

Okay. Great. We're running a couple minutes over here, but we started a couple minutes late. Remember, please contact your states, check our websites for the upcoming tool kit that I mentioned, an outreach tool kit, and last of all, there is lots of other information on that website, [WWW.SUMMERFOOD.USDA.GOV](http://WWW.SUMMERFOOD.USDA.GOV), and remember to click on that "Handouts" tool, the three pieces of paper, to get a handout from this presentation so when you start thinking about it a little further you can come back to some of the things that we talked about today. So, again, I thank you for your participation, and I hope that this was helpful, and we hope that we have some local champions for Summer Food out there. Thank you, and have a great day.

Thank you.