



**Good Shepherd
Food-Bank**

Feeding Maine's Hungry

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Good Shepherd Food-Bank
Agency Services Program Manager



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FREE LUNCHES FOR KIDS



Served: Monday – Friday
Time:

- Safe Healthy Meals
- Fun Activities
- No Registration
- No ID Required

**All Children
18 and Under**

Summer Food Service Program is an equal opportunity provider.

COMMUNITY PARTNERSHIPS AT WORK



Bangor School Department

Maine Hunger Initiative

Maine Department of Education

PLANNING EARLY FOR SUCCESS



Summer Food Service Program Timeline for Getting Started

NOVEMBER	<ul style="list-style-type: none"> Find out how the SFSP has been working in your area and start considering agencies that might be potential sites Start talking to staff about instituting your participation in the SFSP. Make the internal commitments necessary and decide who will be responsible for the program. Identify your state SFSP representative and schedule a time to talk with them in December.
DECEMBER	<ul style="list-style-type: none"> Contact your state SFSP representative before the end of the calendar year to get dates for information and training sessions specific to your state.
JANUARY	<ul style="list-style-type: none"> Check your state's SFSP website for updates. Call the SFSP representative to register for the mandatory SFSP training classes. The closer it gets to summer, the faster these classes fill up; you will be glad to have gotten your training over with early.
FEBRUARY	<ul style="list-style-type: none"> Begin working on your application. Yes, it is still the middle of winter, but you have some very important things to do, such as starting the bid process (you will want to start thinking about what you want from a vendor, and advertising for bids). Start to make decisions on potentially costly issues, such as whether your food bank will hire additional staff, contract for deliveries, vend or self-prepare meals, etc. Make sure that the food bank's senior management understands these costs and approves your actions before you finalize any outside contracts. You may want to have an informational meeting at this time to present your plan and explain the purpose of the SFSP. Solicit potential sites with letters and phone calls. Do not over-state the program in your communications; simply ask them if they would be interested in operating a free lunch site for needy children. Set strict success criteria with each chosen site before you enter into a SFSP partnership with them. <p>Note: In some states, trainings are held in February. Check with your SFSP representative for specific dates. It is mandatory that you attend one of the training sessions to operate the SFSP program so plan early.</p>
MARCH	<ul style="list-style-type: none"> Begin working on your training materials early and set numerous training dates for April and May. Each person at every site must learn the complete SFSP protocol, so it is a good idea to start now. Partner with the sites that you feel will be the best candidates for the program. Make sure to use the correct forms in your application. It is also a good idea to have a contract with the sites that outlines roles and responsibilities. If you have never operated the program before and are unsure of what your local Health Department requirements are, contact them to get information on what equipment your sites will need for food service. Continue the competitive bid process if you will be working with a vendor who is not a School Food Authority (SFA). Set a deadline for the last day you will accept new sites – generally April 30th. In some states, new sites will have to be visited by your State Contract Manager before they are approved. Since your Contract Manager has several other SFSP Contractors besides you, he or she may not be able to approve all of your new sites before summer if they are not chosen early.



Summer Food Service Program Timeline for Getting Started

MARCH cont.	<ul style="list-style-type: none"> If you are working with a vendor, iron out a process for adjusting the number of meals that will be delivered to reduce leftovers (i.e. do sites call you daily with meal counts? Only if it varied by more than 5 meals? Do they call the vendor directly?). Have this process ready to present during your staff training. Start thinking about transportation of both meals and children as you start to develop your budget.
APRIL	<ul style="list-style-type: none"> Submit your application to your Contract Manager. Begin to train SFSP site staff as soon as it is approved. The earlier you turn in your application, the sooner you may begin training. (Some states application deadlines fall in May or June, but most are in April. Check with your state SFSP representative for the actual deadline you must meet). <p>Personal Note: If you have any extra vacation time that you need to take before your food bank ends its fiscal year; plan it before the summer begins. Those who are working with SFSP will not want to take vacation during the summer before the program has ended.</p>
MAY	<p>Note: This is generally the month that your Contract Manager should have communicated to you that he or she has approved the application and granted your food bank's SFSP contract.</p> <ul style="list-style-type: none"> Begin hiring and training the food bank's SFSP administrative and operations staff. Even non-SFSP staff, such as your warehouse and administration staff will have to be briefed on the USDA Civil Rights requirements (you will receive a copy of the requirements from your state agency). Have all staff sign training sheets to document that they were briefed. Conduct trainings for your monitoring staff if they have not attended the state agency training. Conduct most of your sit training sessions this month. Toward the end of May, expect that you will train larger classes, as everyone who put off training in April rushes to meet the requirement at the last minute. Make the purchases necessary for the program's operation. Conduct Pre-Operational visits for all new sites using forms provided by your state agency. Check for: all necessary equipment, appropriate refrigerator temperatures, adequate meal service areas, cleanliness, accessibility, signs stating the Designated Serving Time and Civil Rights posters, and verify that it will be a safe place for children to enjoy meals. Each site may also need to be visited and approved by your Contract Manager. Notify your local Health Department that you intend to operate sites for the SFSP. Some county Health Departments will require that your sites apply for a temporary permit in order to operate.
JUNE	<ul style="list-style-type: none"> Complete a media release with site information and conduct outreach to generate participation in the program. Successful methods used by food banks include hosting "Kick Off" events, distributing flyers to students before school ends (this comes faster than you might think), public service announcements, advertising on buses, and distributing program information at libraries.

Summer Food

A Program of
FEEDING AMERICA



Bangor Summer Food Service Program

Serving Free Meals and Summer Fun for Bangor's Youth

Join us Monday through Friday starting June 25th for Bangor Summer Lunch! **Good Shepherd Food Bank** is working with partners across the city to serve up fresh prepared meals that are both nutritious and delicious for **FREE** to children ages 18 and under, when free and reduced school meals are unavailable.

Have Lunch With Us At Any Of The Following Locations:

Site Name	Site Address	Days Open	Meal Type	Service Hours	Dates of Operation
Fairmount School	58 13 th Street Bangor, ME	M - F	Lunch	11:30 – 1:00	June 25 th – August 17 th
Capehart	161 Davis Rd Bangor, ME	M - F	Lunch	11:15 – 1:15	June 25 th – August 29 th
Griffin Park	194 Griffin Rd Bangor, ME	M - F	Lunch	11:45 – 12:45	June 25 th – August 29 th

Day	Menu *
Monday	Turkey Sandwich w/Cheese (2 oz Turkey/0.50 oz cheese) Carrot Sticks (1/4 cup) & Low Fat Ranch Dip Fresh Fruit (1/2 cup) Low Fat Chocolate Milk (8 oz)
Tuesday	Cold Cheese Pizza (2 oz of cheese) Broccoli Salad (1/4 cup) Fresh Fruit (1/2 cup) Low Fat Chocolate Milk (8 oz)
Wednesday	Yogurt (4 oz) Granola (1/2 cup) Fresh Fruit Celery Sticks (1/4 cup) & Low Fat Ranch Dip Low Fat Chocolate Milk (8 oz) Peanut Butter (2 TBSP)
Thursday	Peanut Butter (1 tbsp) & Jelly Sandwich Cheese Stick (1 oz) Celery (1/4 cup) & Low Fat Ranch Dip Fresh Fruit (1/2 cup) Low Fat Chocolate Milk (8 oz)
Friday	Sliced Chicken (2 oz) & Cheese (0.50 oz) Wrap Tossed Salad (1/2 cup) w/Fat Free Italian Dressing Fresh Fruit (1/4 cup) Low Fat Chocolate Milk (8 oz)

* Menu is subject to change or substitution throughout the summer.

Additional Activities

In addition to **FREE** lunches that will keep your child enjoying a healthy and active Summer, Bangor Summer Lunch Sites will also be offering enrichment activities like:

- Gardening
- Nutrition
- Sports
- *and More!*

Summer Food Service Program Partners:



Good Shepherd Food-Bank
Feeding Maine's Hungry

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-6403 or call 800-795-3272 or (202) 720-6362 (TDD).

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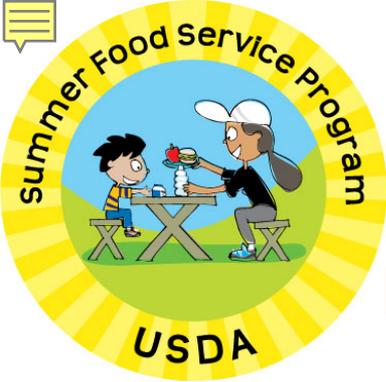
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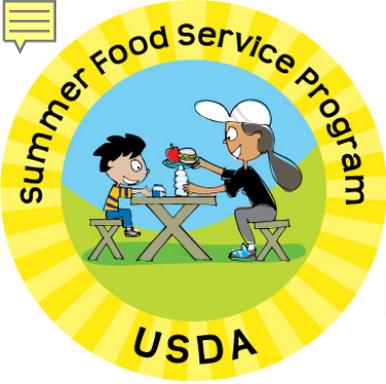


Promising Practices

Promising Practices:

- Provide Activities
- Be Creative with Partnerships
- Recruit and Utilize Volunteers
- Conduct Outreach
- Make Sites Visible
- FNS Outreach Toolkit
- Utilize 211 and/or the National Hunger Hotline
 - 1-866-3-HUNGRY
 - 1-877-8-HAMBRE





USDA Resources!!!

- Site Supervisor's Guide: <http://www.fns.usda.gov/cnd/summer/library/handbooks.html>
- Outreach toolkit: <http://www.summerfood.usda.gov/Outreach.htm>
- Main USDA Summer Food page: www.summerfood.usda.gov



Food Research & Action Center

Resources



Signe Anderson
sanderson@frac.org
Office: 202 986-2200

- FRAC website: www.frac.org Summer & Afterschool Nutrition Programs
- Summer Meals Matter Monthly Call Series
- Simplified Summer Toolkit
- Standards of Excellence