



Greetings,

Thank you for your interest in the Summer Food Service Program (SFSP). With your assistance, we can help provide nutritious summer meals for South Florida youth during their summer out-of-school time.

Attached is the Summer Food Service Program Application for program year 2017, and a **SAMPLE** menu for the program (Please note the menu is subject to change prior to the start of the SFSP). An application is required for each site where meals will be served. If the site name has changed, please put the previous and present name on the application. If the organization has been in the program and changed name and location the site will be considered a new site. Please ensure that all questions on the application are completed and submitted as soon as possible. Incomplete applications will be delayed in processing.

Additionally, please note, all sites receiving meal service must either be an IRS-APPROVED 501(c)(3) non-profit organization, government entity **OR** must complete the enclosed For Profit Site Certificate. Please attach a copy of your 501(c)(3) designation **OR** the For-Profit Site Certificate with your application packet.

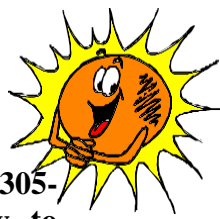
This year, the Summer Food Service Program will operate from June 12 to August 18, 2017. The program's training schedule will be forwarded to you at a later time. However, please note, **ALL** staff persons must successfully complete the training in order for your site to be certified to receive meals.

If you have any questions, please feel free to contact our office at 305-621-5836, or send an email to info@villageyouth.org.

Sincerely,

LaMekka Noble
Program Director

Summer Food Service Program (SFSP) PRE-OPERATIONAL APPLICATION



Complete this application and **fax** it to **The Village Youth Services, Inc. (TVYS) at 305-621-8454 (NOTE: No fax cover page is needed), or e-mail a signed PDF copy to info@villageyouth.org** as soon as possible and a representative will contact you. For more information please call our office at **305-621-5836 or 305-621-2666.**

The Summer Food Service Program will operate from June 12 to August 18, 2017

PLEASE CHECK THE APPROPRIATE BOX (ES):

- NEW SITE (Pre-Operational Site Visit Required)** **RETURNING SITE (Received Meals from TVYS in 2016)**
 SITE NAME CHANGE **ADDRESS CHANGE (Pre-Operational Site Visit Required)**

PLEASE TYPE OR PRINT IN BLUE OR BLACK INK.

Site Name:	
Site Address:	
City:	Contact Person:
Zip Code:	Phone#:
County:	Fax#:
E-mail:	

1. Please list the name(s) of two public schools nearest to your location. If your site is a public school, just list it.

2. **Meal Service Start Date:** _____ **Meal Service Ending Date:** _____

3.

3. Type of Site (check one) Recreation Center Church Youth Program Summer Camp
 Park School Child Care Center Public Housing
 Other (Specify): _____

4. Names and Title of two (2) people in **Charge at Site (MANDATORY):**

A. **Name 1:** _____ **Title:** _____

B. **Name 2:** _____ **Title:** _____

5. **Time Meals Served: (PLEASE ONLY SELECT TWO (2) MEAL TYPES Below)**

Meal Type	Start Time	End Time	Estimated Attendance
Breakfast (1 hr. limit) <i>If receiving breakfast, please ensure that a trained staff person is available to receive it on Friday, June 9th.</i>			
Lunch (2 hr. limit)			
PM Snack (1 hr. limit)			

Note: Earliest time meals can be delivered to site: _____ (AM)



6. Does this site have all of the following for organized meal service under the SFSP?

- | | | | |
|---------------------------------------------------------------------|------------------------------|-----------------------------|--|
| • Shelter for inclement weather | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| • Telephone | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| • Fully equipped/functioning kitchen facility | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| • Refrigeration and storage space for delivered food | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| • Filing and storage for all records that must be kept at this site | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

7. If your site is receiving **LUNCH**, check **one** of the following: HOT COLD
8. If choosing **HOT LUNCH**, does your site have a warmer and/or oven to keep the food warm? Yes No
9. Is your site considered- for- profit? Yes No (If yes, please complete the attached "SFSP For- Profit Site Not Financially Benefiting Certificate)
- 10 Children are supervised during meals by (check all that apply) Teachers Aides Site supervisor
 Volunteer Other _____
11. Does site participate in the **USDA Child Care Food Program (CCFP)**? Yes No
12. Is your program funded by **The Children's Trust** or **Children's Services Council**? Yes No
13. Will your site operate as a(n): Open Site (meals served to both program participants and the community)
 Open Restricted Site (meals served to program participants and the community, but with safety/space restrictions)
 Closed Site (meals only served to program participants)
14. Will your site be open for the July 4th holiday? Yes No

Please list below all staff that will be administering the SFSP meals at your site. These are the people who **MUST** attend The Village Youth Services' training.

Site Supervisor _____

Phone# _____ Email _____

Assistant _____

Phone# _____ Email _____

Names of all other staff:

Eligibility Guideline: Site is located in an area where the public school student population is 50% or more free and reduced lunch or all of the children you service qualify for free or reduced lunch. Sites that meet the above criteria are eligible to operate as an "**open site**" under the Summer Food Program. As an "**open site**" any child who lives in the vicinity of your site and comes to your site for a meal must be served by your site. All other sites will be notified as to eligibility.

Signature: _____ Date: _____

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(FOR OFFICE USE ONLY)

<input type="checkbox"/> New Site Form:	_____ Completed/Submitted	Site #: _____
<input type="checkbox"/> Pre-Op Site Visit:	_____	Total # of Operating Days: _____
<input type="checkbox"/> Claim Database:	_____	<input type="checkbox"/> E-mail database: _____
<input type="checkbox"/> Site Contact Info:	_____	<input type="checkbox"/> Schedule A: _____
<input type="checkbox"/> Training Date:	_____	
<input type="checkbox"/> Region Assigned:	_____	

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"It Takes A Village, To Raise A Child"

The Village Youth Services, Inc.

Summer Food Service Program (SFSP)

2015 BREAKFAST & HOT LUNCH MENU

June 9 – 13		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
		June 9	June 10	June 11	June 12	June 13	
8 OZ. WHITE or CHOCOLATE MILK SERVED WITH ALL MEALS	Breakfast	Cold Cereal Fresh Fruit	Blueberry Muffin 100% Apple Juice	Cold Cereal Mandarin Oranges	Cinnamon Bread w/Margarine 100% Apple Juice	Cold Cereal Fresh Fruit	
	Lunch	Turkey Ham & Cheese Sub on a Hoagie Sub Roll Fruit Mix 100% Apple Juice	Pulled BBQ Chicken Sandwich on a Bun Fresh Apple Slices 100% Mixed Fruit Juice	Breaded Chicken Strips Soft Dinner Roll Fresh Fruit 100% Apple Juice	Latin Hoagie Sandwich on a Midnight Sub Roll (Turkey, Turkey Ham) Raw Baby Carrots 100% Pineapple Juice	Turkey & Cheese Wrap on a Flour Tortilla Pineapple Tidbits 100% Grape Juice	
June 16 – 20		June 16	June 17	June 18	June 19	June 20	
8 OZ. WHITE or CHOCOLATE MILK SERVED WITH ALL MEALS	Breakfast	Cold Cereal Fresh Fruit	Blueberry Muffin 100% Pineapple Juice	Cold Cereal Fresh Fruit	Bagel w/Margarine 100% Fruit Punch Juice	Cold Cereal Fresh Fruit	
	Lunch	BBQ Chicken Strips (3 pcs) Brown Rice Green Peas 100% Apple Juice	Meatloaf Sandwich on a Bun Kernel Corn 100% Mixed Fruit Juice	Salisbury Steak Mashed Potatoes California Blend Vegetables Dinner Roll	Turkey Corn Dog Mixed Vegetables 100% Pineapple Juice	Domino's Cheese Pizza (1 slice) Tossed Salad Fresh Fruit	
June 23 – 27		June 23	June 24	June 25	June 26	June 27	
8 OZ. WHITE or CHOCOLATE MILK SERVED WITH ALL MEALS	Breakfast	Cold Cereal Fresh Fruit	Blueberry Muffin 100% Grape Juice	Cold Cereal Fresh Fruit	Honey Bun (Unfrosted) 100% Apple Juice	Cold Cereal Fresh Fruit	
	Lunch	Breaded Chicken Strips Mixed Vegetables Dinner Roll Fruit Mix	Hamburger on a Bun Raw Baby Carrots 100% Mixed Fruit Juice	Teriyaki Chicken Strips (3 pcs.) Fried Rice Green Peas 100% Apple Juice	Salisbury Steak Mashed Potatoes Kernel Corn Soft Dinner Roll	Domino's Cheese Pizza (1 slice) Fresh Fruit 100% Grape Juice	

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To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

SAMPLE Breakfast & Hot Lunch Menu



Florida Department of Agriculture and Consumer Services
Division of Food, Nutrition and Wellness

SFSP SPONSOR SITE SUPERVISOR AGREEMENT
THE VILLAGE YOUTH SERVICES, INC. (#04-0273)

ADAM H. PUTNAM
COMMISSIONER

Name of Site: _____ Site # _____

Address of Site: _____

City: _____ State: _____ Zip: _____

Person in Charge of Site: _____

Telephone of the person in charge: _____

The person named above agrees to:

1. Has not signed an agreement with another summer sponsor.
2. Will not accept meals from another sponsor.
3. Site is not receiving federal funds from other sources for meals.
4. Attend sponsor training sessions; including any mandatory re-training sessions.
5. Report immediately any other problems in regard to meal service.
6. Immediately report, to the sponsor, any changes in the number of meals required as attendance fluctuates.
7. Immediately notify the sponsor of any meal service times that need to be changed or are not being met.
8. Only order the number of actual meals needed; the Sponsor will be reimbursed for excessive leftovers.
9. Ensure adequate equipment is available on site to store all foods (i.e., refrigerator, stove/range)
10. If meals are not prepared on site, immediately notify the sponsor if meals are delivered **AFTER** the scheduled meal service time.
11. Ensure that no meals are removed from the site with the exception of meals for field trips with prior approval from Sponsor Representative.
12. Abide by all SFSP regulations and special instructions that have been provided by the sponsor.
13. Serve meals to all needy children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled).
14. Provide adequate supervision during meal service with accurate "Point of Service" meal counts.
15. Maintain and submit on a timely basis such reports and records as required by the Sponsor including the daily meal roster and the Site Supervisor's Record of Meals Served Form.
16. Refuse to receive meals that are spoiled, frozen, damaged, or not within appropriate temperature ranges.
17. Be responsible for reimbursing the sponsor for all disallowed meals, due to site staff error.
18. Reimburse sponsor for excessive seconds served.
19. Ensure the trained Site Supervisor or approved alternate contact is on site during meal service.
20. Ensure a copy of the DOH inspection is submitted to the sponsor.
21. Ensure "And Justice for All" poster is displayed in a prominent location at all times.
22. Ensure site maintains required documents on site (e.g., Site Supervisor's Record of Meals Served)
23. Comply with civil rights laws and regulations.

This is to certify that I have read and agree to the above statement and understand that any violation of these guidelines may result in prosecution under applicable state and federal statutes. In addition, if there is any violation of the above mentioned rules, the sponsor reserves the right to immediately terminate the site and to not consider the site for renewal in the following year.

Site Supervisor Signature

Sponsor Signature

Date



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Food, Nutrition and Wellness

**SFSP FOR-PROFIT SITE
NOT FINANCIALLY BENEFITING CERTIFICATE**

Sponsor Name: The Village Youth Services Sponsor Agreement Number: 04-0273

Site Name: _____ Site Address: _____

Site Number: _____ Name of For-Profit Entity: _____

In accordance with 7 CFR 225.6(c)(2) and (3), FNS 776-6, Rev. 2, 783-2, Rev. 3, dated 10-19-94, any site that may be identified as profit-making may not participate in the Summer Food Service Program (SFSP). Sponsors must provide documentation that proposed sites meet the income eligibility criteria required by law.

In accordance with the questions and answers from the SERO CACFP/SFSP webinar on March 15, 2011, the state agency may approve a for-profit site if they can ensure that the site is not financially profiting from the SFSP, the site is open to all children, and if the site offers otherwise unserved children the opportunity to participate in the SFSP. An example of an eligible site is an apartment complex located in a needy area hosting an open site.

I certify that the for-profit site will not benefit financially from participation in the SFSP. I certify that to the best of my knowledge and belief, this information is true and correct in all respects and records are available to support this statement if requested.

Printed Name of Site Official Title Signature of Site Official

Date

LaMekka Noble Executive Director

Printed Name of Sponsor Official Title Signature of Sponsor Official

Date

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