**APPLYING FOR THE 2019 SUMMER FOOD SERVICE PROGRAM**

To apply, an agency must complete and return the enclosed application forms as soon as possible but no later than **April 12, 2019**. Please note: Funding is made possible through revenue from the City, State and USDA and is contingent upon availability of funding. The City will screen applications using the following criteria:

1. Successful previous history and demonstrated ability to follow program guidelines
2. Number of children and/or youth to be served
3. Number of children and/or youth eligible in the neighborhood (using school or census data)
4. Number of days of operation
5. Number of meals served (2 meal/snack services per day vs. only 1 meal/snack service per day; willingness to offer snacks on weekends if programming is happening)
6. Proximity to other SFSP sites: **there can only be one SFSP program at a given physical location**, and OSPI will not approve sites serving at the same time that are too close (within 1 mile of each other, barring structural barriers that prevent easy access to sites – i.e.: sites are within 1 mile of each other but located on opposite sides of a major road)
7. Relationship to other summer children/youth programs
8. Summer activities occurring at the site
9. Ability to provide adequate refrigeration
10. Timeliness of the application materials
11. Commitment to publicizing the program to neighborhood families
12. Programs that serve traditionally marginalized populations, including religious/cultural programs

**VERY IMPORTANT: When there is more than one program within a building/address that wishes to participate in the SFSP, a congregate feeding area must be designated and made available to the entire community, not just the children participating in its programs**. This will require at least one agency overseeing the SFSP for the entire building to provide meals. We realize that you may not be aware of other organizations that intend to use the same facility as your program, but we ask that if this occurs, you work with the City and other agencies involved to determine who will be responsible for your site.

Priority will be given to programs within the City of Seattle, and to open sites. Large programs elsewhere in King County will be considered after programs within Seattle city limits. Programs that serve less than 20 children each day will be given lowest priority in the selection of food service sites, but are still encouraged to apply. In addition, selected 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 Third Avenue South rather than having meals delivered.

City staff will visit the preliminarily selected sites to conduct pre-approval site visits. These visits will verify the information provided in the application and that the site has the capability to provide meal service as required by the policies and procedures governing this program.

We will contact your agency to arrange for your designated staff to participate in a **mandatory** training/orientation prior to the start of the program. **All staff who will be involved with SFSP meal service muse be trained.** Pre-approval site visits and training must occur before food service is allowed to begin.

Applicants will be notified of **preliminary** **selection** for the Summer Food Service Program **by late May 2019**. **Final acceptance** will be determined after the preapproval visit is done and OSPI has approved site applications.

To participate in the Summer Food Service Program, a site must be "income eligible." This occurs in one of two ways:

**OPEN SITES**

The City determines which sites are eligible based on school district, census, or housing data. To be school data eligible, the site must be within the attendance area of a school where at least 50% of its students are eligible for free or reduced-price school meals. To be census data eligible, the site must be located within a census block where 50% or more of youth 0-18 are income-eligible for free or reduced-price school meals.

If a site is located at a housing complex that is not eligible based on school or census data, it may be eligible based on residents’ income data; at least 50% of the children living in a housing complex must meet income guidelines, as determined by an income information form. If none of the eligibility criteria can be met, then a site may be eligible as a “closed” site.

”Open” sites are required to make meals available to all children and youth under 19 years old in the community. All children and youth must be welcomed and invited to participate. Open sites work with the Summer Food Service Program to advertise the availability of free meals, using such items as flyers or banners. If a site cannot, or is unwilling to accommodate community children or youth, then it must operate as a closed site.

**CLOSED SITES**

Programs which serve a specific group of children regularly (such as an enrolled day camp) and who choose to be closed to the community, or sites which cannot meet the above "open” site criteria, may apply to be considered as “closed” sites. A “closed” site becomes eligible by having participants’ families complete income forms.

“Closed” sites must provide documentation that at least 50% of the children/youth enrolled are income eligible. For example, if there are 20 children enrolled in your program then at least 10 must document that they are income eligible. If you have new youth attending your program at any point in the summer, you still must maintain a 50% or greater eligibility and must provide income eligibility documentation for the additional children. If youth stop attending your program, their income information can no longer be considered when determining free/reduced meal percentages.

Income eligibility forms are available from our office and will be sent to you if you mark your program as a closed site on the application form. ***These forms are also available* *in* Amharic, Cambodian, Chinese, Japanese, Korean, Laotian, Oromo, Russian, Somali, Spanish, Tagalog, Tigrinya, and Vietnamese.** Please complete these forms and return them to our office as soon as possible. Your site must show proof of income eligibility no later than the second week of operation, or the meals service will be stopped until proof is provided. If you apply to operate as a closed site but do not meet income requirements, you will be held financially responsible for all meals served.

**OPERATIONS**

The meals meet the nutrition guidelines established by the U.S. Department of Agriculture and are prepared by the experienced Food Service staff at the Seattle School District.

Under most circumstances, lunches will be delivered at sites in the morning, in advance of the scheduled lunch service time. Breakfasts will be delivered the day before their consumption with the lunches for the day. Therefore, breakfast will not be available on the first day of program/site operation because breakfasts are delivered for the following day’s meal service. Please note both meals will require refrigeration until their distribution. Snacks will be delivered weekly and will therefore not be available on the first week of the City’s SFSP operation.

2019 Application: SUMMER FOOD SERVICE PROGRAM

*Please complete and return no later than* ***April 12, 2019. If multiple sites, a separate form must be completed for each site.***

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(AND *Program* Name, if different)**

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Agency*** Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Site*** Address (where meals are served), if different from above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_

\*Is this located in a Seattle Public School building? Y or N

Site Phone, if different from Agency’s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summer Hours of Operation: from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ Days of Program Operation (Circle): M T W TH F Sat Sun

Summer Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Meal delivery can begin on Monday, 7/1/19 and can continue until Friday, 8/23/19.** When will your program operate? Beginning Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date \_\_\_\_\_\_\_\_\_\_\_\_

2. **You may choose only TWO meals in either of these combinations: Breakfast and Lunch OR Lunch and Snack OR Breakfast and Snack. Select TWO meals and include your preferred serving times for each.**

* Breakfast: from \_\_\_\_\_\_\_am to \_\_\_\_\_\_\_\_\_\_ am
* Lunch: from \_\_\_\_\_\_\_am/pm to \_\_\_\_\_\_\_ am/pm
* Snack: from \_\_\_\_\_\_\_pm to \_\_\_\_\_\_\_\_\_\_ pm

3. Estimate the average number of children to be served daily. Breakfast \_\_\_\_\_\_\_ Lunch \_\_\_\_\_\_\_ Snack \_\_\_\_\_\_\_

4. What is the maximum number of children you can feed at your site? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. If this is an outdoor site, where will you feed the children in bad weather?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. What type of safe food storage is available before meal service and for leftovers after each meal?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Sites **MUST** call our office each day (by 10:30am for breakfast, 1:00pm for lunch) to adjust orders daily to minimize over-ordering and waste. If this does not happen, meal service will be suspended. Sites will be billed for excessive over ordering of meals. Can you arrange for daily communication with our office to adjust meal orders? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. If your meals cannot be delivered directly to your site, are you able to pick meals up at the Seattle School District kitchen at 2445 Third Ave South or a site near your program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Do you plan to take the children or youth (and SFSP meals) on field trips? (Y or N) \_\_\_\_\_\_\_\_\_\_\_\_

10. Do you have any planned non-operating days (for example, 4th of July)? If yes, please list here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did your agency participate in the program last summer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you want to be considered an open\_\_\_\_\_\_ or closed \_\_\_\_\_\_ site? (See eligibility information in letter)

Is your site a licensed child care center? Y N If yes, what is the maximum number of children you are licensed for? \_\_\_\_\_\_\_

Does your site participate in another USDA food program, such as CACFP (Child and Adult Care Food Program)? ­­­Y N

Who will be the site supervisor? The site supervisor or other *trained* staff must be on site at all times. They are responsible for ensuring that all records are accurate, that someone meets the delivery vehicle, meals are properly stored, calls in to adjust meal orders daily and adhere to all program requirements.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will your site supervisor and site be ready for an orientation and site visit at least one week before you start? \_\_\_\_\_\_\_\_\_\_\_\_

Please return this application to: Alexis Izor, Out of School Time (OST) Coordinator at **sfsp@seattle.gov**; fax to **(206) 621-5033**

 or mail to

 Summer Food Service Program

(**include street AND P.O. Box** City of Seattle/HSD

**exactly as it appears here**) 700 5th Avenue, Suite 5800

 PO Box 34215

 Seattle WA 98124-4215

*If you have questions or concerns about completing this form, please call (206)386-1140.*