

PLANNING YOUR SUMMER FOOD SERVICE PROGRAM: ELIGIBILITY

www.sde.ok.gov/sde/summerfood



OBJECTIVES

- How to determine participant eligibility
- How to determine the eligibility of a sponsor
- Types of Summer Food Service Program (SFSP) sites



PARTICIPANT ELIGIBILITY

Children age 18 and under may receive FREE meals.

A person 19 years of age and over who has a mental or physical disability and who participates during the school year in a public or private nonprofit school

Program for the disabled is also eligible to receive FREE meals.



SPONSOR ELIGIBILITY

Eligible Organizations

- Public or private non-profit school food authority (SFA)
- Public or private non-profit residential camp
- Public or private non-profit college or university participating in the National Youth Sports Program
- A unit of the local, county, municipal, State or Federal Government
- Tribal organization/reservations
- Upward Bound Programs
- Migrant Centers
- Any other type of private non-profit organization

Private non-profit sponsors must be tax exempt



SPONSOR RESPONSIBILITIES

Sponsors must

- Demonstrate financial and administrative capability
- Not be seriously deficient
- Serve low-income children
- Conduct a nonprofit food service



SPONSOR RESPONSIBILITIES

- Provide year-round service
- Exercise management control over sites
- Not delegate below sponsor level
- Conduct pre-operational visits
- Sign written agreements



SITE ELIGIBILITY

Three Most Common Sites

- Open/Restricted Open
- Camps (residential and nonresidential)
- Closed Enrolled



SITE ELIGIBILITY - CAMPS

- Residential or nonresidential
- Do not have to establish area eligibility
- Collect and maintain individual income eligibility forms
- Reimbursed only for those enrolled children who meet the free and/or reduced price eligibility standards



SITE ELIGIBILITY- CLOSED ENROLLED SITES

- Established where
 - An identified group of needy children live in "pocket of poverty"
 - Identified low-income children are transported to a congregate meal site located in an area with less than 50 percent eligible children
 - A program provides recreational, cultural, religious, or other types of organized activities for a specific group of children
 - Open only to enrolled children



SITE ELIGIBILITY - CLOSED ENROLLED SITES

- Eligibility determined by individual income eligibility or area eligibility
- Area eligibility may only be used if the site is serving children that live in the area in which the site is located



SITE ELIGIBILITY- FOR PROFIT SITES

For-Profit sites may be approved by the State Agency if the sites:

- Operate under the sponsorship of an eligible public or private nonprofit service institution
- Operate as open sites or restricted open sites
- Located in an area in which at least 50 percent of the children are from households that are eligible for free or reduced priced school meals
- Make meals available to all children in the area and serve meals to children on a first come, first served basis
- Serve all meals at no charge

Enrolled for-profit sites and for-profit camps are not eligible to participate.



SITE ELIGIBILITY- TRIBAL GOVERNMENTS

- Public entity or local government
- May sponsor SFSP sites if eligibility requirements are met



DOCUMENTING SITE ELIGIBILITY-OPEN AND RESTRICTED OPEN SITES

Two primary sources to determine eligibility

- School data – exception camps
- Census data

School Data

Valid for five years



DOCUMENTING SITE ELIGIBILITY-OPEN AND RESTRICTED OPEN SITES

- School data
- Busing or school choice policies
- Site eligibility may be determined based on the enrollment or attendance data obtained for:
 - The school the children attend
 - The school the children would have attended



DOCUMENTING SITE ELIGIBILITY-OPEN AND RESTRICTED OPEN SITES

Census Data can be used for Area Eligibility

- ➔ most recent data available
- ➔ valid for five years

Refer to the FRAC map and USDA Area Eligibility Mapper located on the webpage.



DOCUMENTING SITE ELIGIBILITY - CAMPS

- Collect Income Eligibility Application for Free and Reduced Meals
- School list of income eligible participants
- Income Eligibility Form found on SFSP website



DOCUMENTING SITE ELIGIBILITY – CLOSED ENROLLED SITE

- List of eligibility status
- Collect Income Eligibility Application for Free and Reduced-Price Meals
- Area eligibility data for location of the site
- Census data when the site is located outside of an eligible area



DOCUMENTING SITE ELIGIBILITY- CLOSED ENROLLED SITES

Must Provide to State Agency:

- How they intend to show SFSP Eligibility
- Estimate of total number of children enrolled
- Estimate of the total number of that are documented as free/reduced priced meals

Sponsors of Closed Enrolled Sites that are **NOT** “Area Eligible”

- Records of the total number of children enrolled
- List of income eligible children provided by the SFA
- The actual eligibility forms for income eligible children



ELIGIBILITY DURATION

- Income eligibility valid for 12 months
- Income Application for Free and Reduced Meals are current and valid until the last day of the month in which the form was dated one year earlier
- School data valid for five years
- Census data valid for five years



INCOME ELIGIBILITY APPLICATION FREE AND REDUCED-PRICE MEALS FORM

Used to determine the income eligibility of enrolled children for all camps and closed enrolled sites

Includes:

- Household size and income
- Categorical eligibility by SNAP, TANF or FDPIR

Available in foreign languages

<http://www.fns.usda.gov/cnd/Application/familyfriendlyapps.html>



COMMUNITY ELIGIBILITY PROVISION (CEP)

- Alternative to collecting Income Eligibility Application for Free and Reduced Meals
- Allows schools and local education agencies with a high percentage of low-income children to offer free meals to all students
- Must still use the individual school data rather than district-wide data for SFSP sites



AREA ELIGIBILITY-ALTERNATIVE

Area eligibility also may be established by using documentation from other approved sources to demonstrate that 50 percent or more of the children in a defined area are eligible for free or reduced price school meals. Eligibility determinations using approved alternative data also remain in effect for five years.

Approved alternative data sources may include:

- Departments of Human Services
- Zoning Commissions
- USDA's Rural Development Housing Authorities
- Housing and Urban Development (HUD) Housing Authorities
- Local Housing Authorities



OTHER FORMS OF ELIGIBILITY DOCUMENTATION

- Head Start and Early Head Start
- Categorically eligible for free meals in SFSP
- Acceptable documentation
- Approved Head Start application
- Statement of Head Start enrollment
- List of participants from a Head Start Official



OTHER INCOME ELIGIBLE PROGRAMS

Upward Bound

- Upward Bound application may be used in lieu of the Confidential Family Application for Free and Reduced Meals
- Participants who are determined eligible for Upward Bound based on criteria other than income must complete an Income Eligibility Form in order to determine individual eligibility for SFSP



SPECIAL TYPES OF SITES

Migrant Sites

- Eligibility based upon a determination that the site predominantly serves children of migrant workers
- Sponsors must submit information obtained from a migrant organization that certifies that the site serves a majority of children of migrant workers



SPONSOR PARTICIPATION IN OTHER CNP

- Summer School Programs
- Seamless Summer Option (SSO)



SPONSOR PARTICIPATION IN OTHER CNP

Child and Adult Care Food Program (CACFP)

- Institutions must ensure that the same children are not served meals in both programs; maintain separate records
- Institutions may not switch back and forth between CACFP and SFSP
- Some application requirements for CACFP institutions in good standing that apply to SFSP have been waived
- Afterschool At-Risk Meals and Snacks programs



Questions?

CONTACT THE STATE AGENCY AT
405-521-3327.



NON-DISCRIMINATION STATEMENT

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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