



2020 Summer Food Service Program: Site Application

Please only submit one application per site.

Site Name

Will your site serve meals indoors or outdoors?

Please note that all outdoor sites must have a nearby covered or enclosed shelter to serve out of in case of inclement weather.

Expected Breakfast Meal Service Time (should not exceed 2½ hours)

ex. 8:30 AM - 9:00 AM

Expected Lunch Meal Service Time Meal (should not exceed 2½ hours)

ex. 11:30 AM - 12:30 PM

Did your site serve SFSP meals this past summer (2019)?

Yes

No

Taking your site's 2019 summer daily meal numbers into account, how many children do you think your site will serve on a daily basis in 2020?

We will be offering breakfast and lunch during the weekday from 5/26/2020 - 8/7/2020.

Meals will not be offered on 7/3/2020

When will be your first day of meal service be?

When will be your last day of meal service be?

Please list any days (between your indicated first & last day) that your site will be closed. If unknown, please skip this question.

May

June

July

August

While duties can be delegated, the site supervisor is responsible for the site's operation and all SFSP paperwork. At least one of the individuals listed below will be required to attend training in the spring.

Site Supervisor Name

Phone Number

Email

Secondary Contact Name

Phone Number

Email

Additional Comments



SFSP Site Delivery Information Sheet

Site Name:

Site's Food Delivery Address:

Street Address

City

State

Zip Code

Where should the truck deliver the food? Be specific on where to park and what door to use. (ex. Door #3, Park in front of main entrance):

Are there any special requirements to get into the site? (ex. Ring doorbell, access code):

Where should the food be delivered to? (ex. cafeteria, kitchen, oven, hot box):

If the door is locked or driver is unable to gain entry to the site's building they should call:

_____ at _____

(ex. Front office, site supervisor) (Phone Number)

Secondary Contact: _____ at _____

(Name) (Phone Number)

What's the earliest time that food can be delivered to your site in the morning?: _____

Delivery Comments:

Food Bank of Lincoln Summer Food Service Program (SFSP) Agreement

This document is an agreement made between the Food Bank of Lincoln (sponsor) located at 4800 Doris Bair Circle and _____ located at _____ (hereinafter referred to as “SFSP Partner or Site”). By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of the Summer Food Service Program (SFSP).

The Summer Food Service Program (SFSP) is a federally-funded, State-administered program that aims to provide nutritious meals to children in low-income areas during the summer months when school is not in session.

A. SFSP PROGRAM PARTNER AGREES TO:

- **Have a designated site supervisor who will oversee program operations at the site. This person will be responsible for maintaining and retaining the required paperwork until it is collected by the sponsor. The site supervisor should be present during meal services on a regular basis.**
- Follow all of the SFSP rules, regulations, and food handling requirements as outlined in the spring 2020 Site Supervisor Training; unless directed to do otherwise by the Nebraska SFSP State Agency (Nebraska Department of Education) or the Lincoln-Lancaster County Health Department.
- Abide by the policies, procedures, and record-keeping requirements of the Food Bank of Lincoln.
- Ensure that all program staff or volunteers do not engage in discrimination in the provision of service against any protected classes outlined by the USDA for the Summer Food Service Program. (Protected Classes: race, age, color, sex, national origin, and disability)
- Ensure that all daily meal counts have been submitted. Sites may be held financially responsible for meals if the daily counts are not submitted within 2 business days.
- Participate as an open site and provide meals to all persons 18 years of age and younger within approved meal service times. Meals are served on a first come first serve basis.
- Not serve meals to non-program adults. Program adults are staff members and volunteers that are directly involved in the SFSP meal service program. Program adults may be served after all children have been served.
- Have at least one site representative (either site supervisor or the site’s secondary contact) attend SFSP training provided by the Food Bank of Lincoln in the spring of 2020. Site Supervisors are responsible for ensuring that all of the SFSP site staff and volunteers are trained on the SFSP rules and procedures.
- Ensure that a plan is in place for dealing with inclement weather (rain/thunderstorms, extreme heat).
- Provide sponsor with meal order numbers on a weekly basis.
- Give sponsor at least a week’s notice for site closures or meal cancellations. If notice is not given in time, the site may be financially responsible for the meals ordered.

B. ALL SFSP SITES:

- Will have at least one unannounced site visit from a Food Bank of Lincoln representative.
- Must have adequate refrigeration for milk and breakfast items requiring cold temperature storage.

- Must have a sink available to wash serving utensils on a daily basis.
- Must have space available for supplies (plates, bowls, utensils, and napkins), equipment (hot box), and shelf-stable food items (including provided backup meals). All food items must be stored at least six inches above the ground.
- Should have the capacity to serve meals (hot and cold) within the agreed meal service times
- **Will be given a limited amount of disposable supplies, but sites will be responsible for supplying their own disposable items for the remainder of the summer.**
- **Must supply their own:**
 - **Plates & bowls**
 - **Eating utensils**
 - **Napkins**
 - **Can openers**
 - **Take-home containers (if desired)**
- Should have someone present when food is delivered to the site. If the driver is unable to deliver the food because no one was present to receive the meals, the site may be held financially responsible for the meals that were not delivered.

C. EQUIPMENT

- All sites will be given a tablet to access the SFSP software. The software will be used to count meals during meal service. The site will be responsible for monitoring the tablet and may be held responsible for any damage caused to the device.
- Tablets should be stored in a secure place at the SFSP site.
- Sites must use the SFSP software to track meals. **Paper meal count forms should only be used on field trips or as a backup when the software or tablet is not working.** Sites should notify the sponsor right away if the software or tablet is not working. Paper meal count forms should be submitted to sponsor within 2 business days.
- Sites must have access to a Wi-Fi Internet connection.
- All sites will receive an electric hot box to keep food warm in.

CI. FOOD BANK OF LINCOLN AGREES TO:

- Provide meals to sites under FBL sponsorship.
- Provide program support, guidance, and leadership.
- Provide training for site supervisors.

E. SIGNATURES

The site's authorized representative's signature below confirms that the SFSP Partner is accepting and agrees to abide by all terms of this agreement.

SFSP Partner Signature:

SFSP Site Representative Signature (Site Supervisor, Director, or Principal)

Date

Print Name of representative who signed this agreement

Food Bank Signature:

Food Bank Signature (Child Hunger Coordinator)

Date

Print Name of representative who signed this agreement