



SFSP Site Information Sheet-FLIPANY

***Attention: Effective June 2022, all sites are required by FDACS to maintain a 1:25 staff-to-student ratio during all meal services. Failure to adhere to this policy, places sites at risk and in violation of required participant guidelines.**

Site Information:

Site Name _____

Physical Address _____

City _____ State _____ Zip _____ County _____

Phone Number _____

Meal Service Information:

Guidelines: (1) Sites are only allowed to receive up to 2 meal types per day i.e. Breakfast/Lunch, Lunch/Snack, etc. (2) Meal service times can be no more than 2 hours in length. (3) A one-hour time gap is required between meal services. (4) Sites requesting Breakfast and/or Lunch must have access to proper refrigeration. Coolers are not an acceptable alternative.

Breakfast Service

1. What are the meal service dates? Start Date _____ End Date _____

2. What are the meal service times? Start Time: _____ End Time: _____

3. Check all days of the week meals are served and claimed for reimbursement.

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

4. Is this site closed any date in between the start date and end date (i.e. Memorial Day, 4th of July, etc.)

5. What is the Average Daily Attendance (ADA) for this meal service? _____

AM Snack Service

1. What are the meal service dates? Start Date _____ End Date _____

2. What are the meal service times? Start Time: _____ End Time: _____

3. Check all days of the week meals are served and claimed for reimbursement.
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
4. Is this site closed any date in between the start date and end date (i.e. Memorial Day, 4th of July, etc.)

5. What is the Average Daily Attendance (ADA) for this meal service? _____

Lunch Service

1. Requested Meal Temperature:
☐ Hot Lunch ☐ Cold Lunch
2. What are the meal service dates? Start Date _____ End Date _____
3. What are the meal service times? Start Time: _____ End Time: _____
4. Check all days of the week meals are served and claimed for reimbursement.
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
5. Is this site closed any date in between the start date and end date (i.e. Memorial Day, 4th of July, etc.)

6. What is the Average Daily Attendance (ADA) for this meal service? _____

PM Snack Service

1. What are the meal service dates? Start Date _____ End Date _____
2. What are the meal service times? Start Time: _____ End Time: _____
3. Check all days of the week meals are served and claimed for reimbursement.
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
4. Is this site closed any date in between the start date and end date (i.e. Memorial Day, 4th of July, etc.)

5. What is the Average Daily Attendance (ADA) for this meal service? _____

Supper Service

1. Requested Meal Temperature:

☐ Hot Supper ☐ Cold Supper

2. What are the meal service dates? Start Date _____ End Date _____

3. What are the meal service times? Start Time: _____ End Time: _____

4. Check all days of the week meals are served and claimed for reimbursement.

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

5. Is this site closed any date in between the start date and end date (i.e. Memorial Day, 4th of July, etc.)

6. What is the Average Daily Attendance (ADA) for this meal service? _____

Participant Information:

1. Please choose a site type for the meal service location:

☐ Apartment Complex ☐ Boys & Girls Club ☐ Church ☐ Upward Bound

☐ Day Care (5+) ☐ Farmers Market ☐ Homeless ☐ Hotel

☐ School ☐ Library ☐ Special Needs ☐ Migrant

☐ Mobile Home ☐ WIC ☐ YMCA ☐ Recreation

☐ HUD (Housing and Urban Development) ☐ Rural Development (RD)

☐ National Park Service ☐ CROP (College Reach Out Program)

☐ NYSP (National Youth Sports Program) ☐ Police Athletic League

2. Is this a For-Profit Site?

☐ Yes ☐ No

If yes, please request a For-Profit Certificate Form from your sponsor.

3. Is this a Residential or Non-Residential Camp Site?

☐ Yes ☐ No

If yes, please request a hearing procedures form template from your sponsor.

4. If you currently operate the Child and Adult Care Food Program (CACFP), will you ensure the children will not be claimed on CACFP and SFSP?

☐ Yes ☐ No ☐ N/A

5. If this is a Migrant Site, do you certify that the local migrant coordinator has been contacted to verify the location is a migrant site.

☐ Yes ☐ No ☐ N/A

6. If this is a School Site, will special permissions or instructions be required to access the meal service location?

☐ Yes ☐ No ☐ N/A

If yes, please provide a brief description below:

7. Eligibility Information

Check Applicable:

☐ Open ☐ Open Restricted ☐ Closed Enrolled

- a. If Open Restricted, please explain:

Note: Closed Enrolled sites must submit a completed Household Income form for each child participating in and/or receiving meals at your specific site.

8. Is this site area eligible? **(To be filled out by the Sponsor)**

☐ Yes ☐ No

- a. If yes, please indicate documentation type below:

☐ October Data ☐ Census Tract ☐ Other (attach supporting documentation)

- i. If October Data,

School Number: _____

School Name: _____

Economically Needy Percentage: _____

School Year Eligibility Established: _____

- ii. If Census Tract,

Census Tract Number: _____

Block Group Number: _____

School Year Eligibility Established: _____

b. If no, please indicate how the income eligibility form requirement is being met:

☐ Collected ☐ On File ☐ Other

9. Will the site participate in any field trips where meals will be transported and counted at the Point of Service (POS) off site?

☐ Yes ☐ No

If yes, please complete the provided Field Trip form to include dates, times, addresses, and approximately how many children will attend. Form **must be** returned and submitted in the provided Excel format.

a. If yes, will the site be closed during field trips?

☐ Yes

☐ No

***Note: Sites listed as "Open" or "Open-Restricted" are required to remain open on field trip days in accordance to FDACS policy.**

10. Does this site operate more than one Point of Service?

☐ Yes ☐ No

a. If yes, please complete the provided Multiple Points of Service (MPOS) Form and provide a detailed description of the locations/meal service areas and meal counting procedures to your Sponsor.

11. Will meals be claimed by grades or ages? ☐ Grade ☐ Age (5-18*)

a. If grades, what grades will be served? _____

b. If ages, what ages will be served? _____

12. What arrangements have been made for food service during inclement weather (rain, excessive heat, etc.)?

13. As a site, I agree to refrigerate or store leftover meals for the next day of service OR to discard any leftovers as instructed. ☐ I Agree

14. What is your earliest delivery time? *Sites must allot at least one-hour prior to meal service time for delivery, more if applicable.

15. Does your site have overnight refrigeration available (for next day breakfast, cold lunches or early field trip departures)? _____

16. Does your site have access to heating equipment such as an oven or warmer? If no, will one be requested? (Equipment requests are confirmed on a first come, first available basis) _____

Officials (**These officials must have attended a sponsor training and MUST be ON-SITE during summer operation**) Please do not include regional office staff who will not be involved in daily operation at the site. Should these individuals change, you are responsible for notifying FLIPANY immediately:

Site Supervisor

Position/Job Title _____

Name _____

Email _____

Phone Number (mobile preferred) _____

Alternate Site Supervisor

Position/Job Title _____

Name _____

Email _____

Phone Number (mobile preferred) _____

Signature of Authorized Representative

Title

Date

Sponsor Only:

Received: _____

Entered into FANS: _____

Site Number: _____



2023 Summer Food Service Program Addendum

As we prepare for the upcoming transition to the 2023 Summer Food Service Program (SFSP), we would like to first thank you for choosing FLIPANY as your meal sponsor. It is because of you, your programs, your children, and your program staff, that FLIPANY continues to be a prime resource and advocate for healthy meals throughout the year. Below please find a brief list of new guidelines to be implemented this Summer as a result of National, State or Local changes. Approval as a FLIPANY sponsored meal location, confirms your understanding and awareness of these guidelines should any event(s) occur. All questions concerning this addendum should be sent via email to meals@flipany.org for further assistance.

- **Field Trips:**

- Per FDACS guidelines, sites classified as 'Open' or 'Open-Restricted' are required to remain open for walk-ins during and while away from the main site on approved field-trips days.
- A limited quantity of additional meals may be provided by the Caterer which will remain available to walk-ins at the time of request. These meals are first come, first serve while supplies last.
- Sites unable to meet this guideline for any reason(s), will be unable to order meals for serving during off-site field trips. Sites found violating this guideline will be suspended.

- **Meal Service**

- Meal services MUST be conducted during **approved mealtimes and at approved meal locations only; including all field trips.**
 - Should you require a different meal time for field trip days, notice must be provided to your Program Monitor at least 72 hours prior to the scheduled date of departure and via the required Field Trip Form.
- Grab & Go and/or Multi-box meals are **NOT** available this Summer. All meals and/or snacks must be consumed onsite.
- Sites may be placed on immediate suspension if found operating outside of the program guidelines. Examples include but are not limited to:
 - Serving meals at an alternate, unapproved location or event;
 - Repeated misreporting of meals and/or snacks served;
 - Sites identified as having excess waste due to misreporting;
 - Repeated serving of incomplete meals and/or snacks;
 - Failure to maintain oversight of meal location as the Site Supervisor and/or Alternate Supervisor;
 - Failure to meet and maintain a 1 staff-to-25 student ratio during meal service; and
 - Repeated unannounced closures of site
- Sites may be held financially liable for disallowed meals as a result of their direct misuse of program resources and/or failure to adhere to program guidelines.

**Should capacity limitations prevent FLIPANY from onboarding and/or serving interested programs, an email will be provided notifying the respective sites at that time. FLIPANY reserves the right to modify their ability to serve as it relates to the successful implementation of the meals program through its staff and catering partners.*



**Sponsor/Site Agreement - FLIPANY
Summer Food Service Program**

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. 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).
2. Ensure that no meals are removed from the site with the exception of transfer of meals and field trips with prior approval from Sponsor Representative.
3. Provide adequate supervision during meal service with accurate "Point of Service" meal counts.
4. Maintain and submit on a timely basis such reports and records as required by the Sponsor including the daily meal count.
5. Immediately report, to the sponsor, any changes in the number of meals required as attendance fluctuates.
6. Report immediately any other problems in regard to meal service.
7. Abide by all SFSP regulations and special instructions that have been provided by the sponsor.
8. Attend sponsor training sessions.
9. Refuse to receive meals that are spoiled, frozen, damaged, or not within appropriate temperature ranges.
10. Be responsible to the program for the reimbursement of all disallowed meals.
11. Immediately notify the sponsor of any meal service times that need to be changed or are not being met.
12. If meals are not prepared on site, immediately notify the sponsor if meals are not delivered at the scheduled times.
13. Comply with civil rights laws and regulations.
14. Ensure the trained Site Supervisor or approved alternate contact is on site during meal service.
15. Will not accept meals from another sponsor.
16. Site is not receiving federal funds from other sources for meals.
17. Ensure a copy of the DOH inspection is submitted to the sponsor.
18. Ensure "And Justice for All" poster is displayed in a prominent location.
19. Has not signed an agreement with another summer sponsor.

This is to certify that I have read and agree to the above statements 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