



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

How to Become a SFSP Site?

The US Department of Agriculture (USDA) Summer Food Service Program (SFSP) provides reimbursement to organizations for serving free nutritious meals and snacks served to children 18 and younger. These meals help to keep children and teens nourished during the summer months when school is out and provide the nutrition they need to continue to play, grow, and learn. If your agency is interested in becoming a SFSP meal site under another organization's sponsorship, view the information below:

What is a Site:

A site is the physical location, approved by the State agency, where meals are served during a specific time period. Any changes to the serving times and dates, including field trips must be communicated with the sponsoring agency and approved by the State Agency before the changes take effect.

Who Can Become a Site:

Any organization that has regular programming for children and teens in the summer but does not have the financial or administrative ability to prepare/provide meals at their location. Most often, sites have the ability to provide space and supervision for the meal service while the sponsoring organization provides the daily meals, annual training, and the administrative support. While not mandatory, many sites also provide recreational or enrichment activities to accompany free meal service. Meal service sites may be located in a variety of settings, including: schools, universities, recreation centers, playgrounds, parks, churches, community centers, day camps, residential summer camps, housing projects, and migrant programs.

To determine the meal types offered, i.e. Breakfast, Snack, Lunch or Supper, the site organizers must communicate their desires to the sponsoring agency. Site staff must cooperate with the sponsoring agency when conducting program monitoring and be willing to comply with all SFSP regulatory requirements to ensure daily success at a site level. Sites will not file claims or handle the financial obligations as program reimbursement is paid directly to the sponsor.

Responsibilities of a Site:

- Attend annual sponsor training, including Civil Rights training
- Supervise meal service (unless sponsor provides adequate trained staff or volunteers) and any optional activities at the site
- Distribute meals according to SFSP guidelines
- Keep daily records of meals served and any allowable program costs
- Operate in compliance with local health codes by keeping the site clean and sanitary
- Manage trained volunteer staff
- Help sponsor promote the program in the local community
- Assist with a site set-up and clean-up, if applicable

For more information and to confirm site eligibility, please contact the State Agency by emailing summermeals@doe.in.gov