

So What will be Needed?

To become a sponsor, you must complete an application, attend sponsor training (usually in March), follow Federal regulations, and ensure your organization can administer the Summer Food Service Program (SFSP) effectively, and maintain fiscal accountability and Program compliance. Here is a condensed list of what an organization will need.

- **Meal Sites** to use as locations where meals will be served to children. Meal sites may be: apartment complexes, churches, community centers, parks, playgrounds, or schools.
- **Children** to participate in the Program. Children 18 years old and younger at the meal site and in the serving line are eligible to receive a meal. Also, disabled persons older than 18 years of age participating in state educational programs for the mentally or physically disabled are eligible to participate.
- **Kitchen** to prepare meals. All kitchens must be inspected and approved by a State or local health or environmental authority. Sometimes a sponsor will contract with a local school or food service management company to prepare meals in their facility.
- **Program Staff** to operate the Program employees are needed to supervise the meal service at the sites and to prepare and/or serve meals.
- **Administrative Staff** to organize and administer the Program, and to ensure efficiency and effectiveness. The administrative staff must coordinate and communicate with the program staff and the State agency, and follow program regulations.

Summer Meals for Children

- There is no discrimination during the course of the meal service. Meals are available to all children regardless of race, color, national origin, sex, gender identity, sexual orientation, age, disability, reprisal or retaliation for prior civil rights activity.
- **Free meals** are available to all children eighteen years old and younger who are at the meal site and in the serving line.
- **No application or registration** is required for children to participate.
- Children are required to take all food components they are served. No part of the meal can be taken from the meal site.

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, gender identity, sexual orientation, age, disability, 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, (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. This institution is an equal opportunity provider.

Become a Summer Food Service Program Sponsor



NEW MEXICO

Early Childhood
Education & Care Department
Family Nutrition Bureau

“ No child should have to worry about going hungry when the school year ends. The Summer Food Service Program ensures that all children in New Mexico can receive and benefit from healthy and nutritious meals throughout the summer months. ”

- Elizabeth Groginsky
ECECD Cabinet Secretary

What is the Summer Food Service Program (SFSP)?

The Summer Food Service Program (SFSP) provides nutritious meals and snacks to children during the summer months. The Federally funded SFSP helps children who live in eligible areas receive the same high-quality meals during the summer as they get during the school year. Organizations that are eligible and approved to participate (sponsors) receive United States Department of Agriculture (USDA) funds to administer and operate the Program, including preparing and distributing meals and snacks to children 18 years old and younger.

Sponsors oversee the production and distribution of meals to children at meal sites, such as schools, churches, parks, and playgrounds.

Eligibility

The 4 types of organizations eligible to participate as a sponsor:

- Public school food authorities and non-profit private school food authorities;
- Public or non-profit private residential summer camps;
- Units of local, municipal, county, tribal, or state government;
- Private non-profit 501 (c)(3) organizations

Funding

Reimbursement is determined by the number of meals served to children multiplied by the USDA rate per meal type. **Sponsors receive USDA funds through the New Mexico Early Childhood Education and Care Department.**

Preparing Meals

Food can be prepared in several ways. The sponsoring organization can prepare the meals themselves or have a school or private food service management company prepare meals for them. The meals can be prepared at the site or at a central kitchen serving several sites. The ideal location is a local school kitchen, but many programs utilize other food production facilities.

What to Serve

With the exception of lunch and supper at a single site, a sponsor can serve any combination of the following meals or snacks, not to exceed two per site: breakfast, lunch, supper or snack. Most sponsors serve breakfast and lunch. **SFSP meals are nutritious and simple to prepare.** A typical SFSP lunch includes an entrée consisting of meat or a meat alternate, fruit, a vegetable or second fruit, a grain or bread and a half-pint of milk.

Sponsor

As a Sponsor there are Program regulations, policies and guidelines both at the Federal and State Agency level, to ensure the program is in compliance and well administered:

- Meals prepared and served must meet USDA meal pattern requirements;
- All personnel working in the SFSP must be trained;
- Meal sites must be monitored by the Sponsor during the summer;
- Records must be maintained for meal production, meals served, finances, and other program requirements and;
- The organization must adhere to all approvals made by the State agency.

Receive an application to participate as a SFSP Sponsor

New Mexico Early Childhood Education and Care Department
NMceecd.org/family-nutrition

Summer Food Program
SummerFoodnm.org

1-800-EAT-COOL
(1-800-328-2665)
or 505-231-4703

SFSP Program Contact:
Debbie Candelaria
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Scan to learn more

