

Notification to the Community (All Site Types)

OVERVIEW

The terms: Notification to the Community can be used interchangeably in the Summer Food Service Program (SFSP) as media release, public release, public notification and public announcement

Notification to the Community is notifying the public of the availability of free meals as required for SFSP sponsors yearly under SFSP Code of Federal Regulations 7CFR, Part 225.15(e).

The basic elements of the public announcement include the following (FNS 113-1,IX,A,3):

- Program availability – The availability of free meals for eligible children at eligible program sites. NMSFSP Form #1.8 may be used at the organization's discretion.
- The United States Department of Agriculture (USDA), SFSP nondiscrimination statement (included in NMSFSP Form #1.8).
- Procedure for filing a complaint and address for submitting a complaint to (included in NMSFSP Form #1.8).
- Meal service locations, dates and times.

The sponsor must submit the required information, as listed above, in their Notification to the Public, prior to the start of program operations. The SFSP sponsor must also maintain documentation of its efforts to notify the public of the availability of free meals.

Sponsors of camps and closed enrolled sites must only notify participants or enrolled children of the availability of free meals, i.e., sponsor website or in a participant enrollment packet.

IN THIS SECTION YOU WILL FIND:

- NMSFSP Guidance – Media Release Requirements for Sponsors
- Public Release Form (NMSFSP Form #1.8)
- SFSP Income Eligibility Standards (NMSFSP Form #3.3)
- SFSP Media Release Form for Closed Enrolled Sites & Camps (NMSFSP Form #3.5)
- USDA Nondiscrimination Statement, procedure for filing a complaint, and address for submitting a complaint.

SPONSORS SHOULD PLACE INTO THIS SECTION:

- A copy of the information provided to the newspaper or radio or television station for release to the public.
- A complete copy of the release as it appeared in the newspaper. Ensure the name of the media the release was submitted to for publication as well as the publication date appearing on the published copy.
- Any other public announcement of program information.