

# OSPI CNS Summer Food Service Program Reference Sheet

## SFSP Sites and Site Eligibility

The Summer Food Service Program (SFSP) reimburses approved sponsors for serving meals that meet Federal nutrition guidelines at approved sites. A site is the physical location, approved by OSPI CNS, where SFSP meals are served during a supervised meal service.

## Site Types and How They Qualify

The following lists the different types of sites and how they qualify.

### 1. Open Sites

An open site serves meals to any child 18 years of age and younger. Children participating in the meal service are not required to be enrolled in a program. Open sites may be qualified by any of the following:

- ✓ School data:
  - A site may document its status as an open site using the current school year area eligibility data. The Washington Public School Data for Area Eligibility Report is provided annually on the [Child Nutrition Reports](#) webpage. The site must be in the attendance area of the school for which it is being qualified. The school data must indicate that at least 50 percent of enrolled student are eligible for free and reduced-price meals.
- ✓ Census data:
  - A site may document its status as an open site using census tract data. Enter the site address in [The No Kid Hungry Averaged Eligibility Map \(Share Our Strength\)](#)
- ✓ Community Eligibility Provision (CEP) Data:
  - Individual school data is required to determine area eligibility for SFSP. Local Education Agencies that are participating in CEP can use the most current school level identified student percentage (ISP) multiplied by the 1.6 factor. A result of 50 percent or greater will establish area eligibility. Sites located in the attendance area of a qualifying school are eligible to operate SFSP.
    - Example:  $ISP \text{ of } 31.25\% \times 1.6 = 50\%$
- ✓ Housing Authority data:
  - A site may document its status as an open site using housing authority data. The data must indicate the site is located in close proximity to a housing complex in which at least 50 percent of the households are at or below the federal poverty level. The [Housing Authority Collection](#) form is used to collect this data.



- ✓ Bureau of Indian Affairs (BIA) data:
  - A site may document its status as an open site using BIA data.
- ✓ Children of Migrant Workers data:
  - A site must obtain documentation from a migrant organization indicating the site primarily serves children of migrant workers.

## 2. Closed Enrolled Sites:

A closed enrolled site offers meals to a specific group of children whose families have low income. The children must be enrolled in the program in order to receive a meal. Closed enrolled sites may be qualified by one of the following methods:

Area Eligibility: A site may establish its status as a closed enrolled site by using one of the following data sources to establish area eligibility if the site is serving children that live in the area it is located.

- ✓ Census data:
  - A site may document its status as a closed enrolled site by using census tract data. Enter the site address in [The No Kid Hungry Averaged Eligibility Map \(Share Our Strength\)](#)
- ✓ School data:
  - A site may document its status as a closed enrolled site using the current school year area eligibility data. The Washington Public School Data for Area Eligibility Report is provided annually on the [Child Nutrition Reports](#) webpage. The site must be in the attendance area of the school for which it is being qualified. The school data must indicate that at least 50 percent of enrolled student are eligible for free and reduced-price meals.
- ✓ Housing Authority data:
  - A site may document its status as a closed enrolled site using housing authority data. The data must indicate the site is located in close proximity to a housing complex in which at least 50 percent of the households are at or below the federal poverty level. The [Housing Authority Collection](#) form is used to collect this data.
- ✓ Community Eligibility Provision (CEP) Data:
  - Individual school data is required to determine area eligibility for SFSP. Local Education Agencies that are participating in CEP can use the most current school level identified student percentage (ISP) multiplied by the 1.6 factor. A result of 50 percent or greater will establish area eligibility. Sites located in the attendance area of a qualifying school are eligible to operate SFSP.

- Example:  $ISP \text{ of } 31.25\% \times 1.6 = 50\%$

- ✓ Bureau of Indian Affairs (BIA) data:
  - A site may document its status as a closed enrolled site using BIA data.

Income Eligibility: A site may establish its status as a closed enrolled site by using one of the following income eligibility methods to qualify participant enrollment if not able to qualify through area eligibility.

- ✓ Free and Reduced-Price Meal Application:
  - Collect Confidential Income Statements from households enrolling children in the program.
  - At least 50% of the enrolled children must be eligible for free and reduced-price meals for the site to qualify.
  - Resources, such as Meal Applications, current income guidelines and information on processing applications are located on the [Income Eligibility Information for Camps and Closed Sites](#) webpage.
- ✓ Certified Roster:
  - A site may document its status as a closed enrolled site by having an enrollment roster certified by the school district in which it is located that demonstrates at least 50% of the enrolled children on the roster are eligible for free and reduced-price meals during the school year.
  - USDA allows schools to release the free and reduced-price eligibility status of children to sponsors with camps and closed enrolled sites.
  - Schools are encouraged to share this information with sponsors.
  - Sponsors should contact the food service department of the school district/private school to request the eligibility status of children enrolled in their summer programs. If the school agrees to share this information, sponsors must use a Disclosure of Free and Reduced-Price Information Agreement.

**Note:** Sponsors that collect Confidential Income Statements or have a certified roster to establish site eligibility must check their enrollment status ~~regularly~~ daily to ensure that at least 50% of the children are eligible for free and reduced-price meals. Some sites may have enrollment that fluctuates on a daily basis. As new children are enrolled, their eligibility must be verified.

### 3. Residential/Nonresidential Camps:

Camps can be residential or nonresidential day camps which offer regularly scheduled food service as part of an organized program for enrolled children.

- ✓ Residential/nonresidential day camps must:
  - Collect confidential income statements from each household sending a child to camp.
  - **Only** be reimbursed for meals served to children who qualify for free and reduced-price meals.
  - Check enrollment status for each camp session **prior** to the session starting.
  - Record meals daily at the point of meal service by the name of each camper eating a meal.

## Resources

- [USDA SFSP Administrative Guidance Handbook](#)
- [USDA SFSP Final Rule](#)
- [SFSP Requirements and Materials](#)

## Acronym Reference

- **CNS**- Child Nutrition Services
- **OSPI**- Office of Superintendent of Public Instruction
- **SFSP**- Summer Food Service Program
- **USDA**- United States Department of Agriculture