

OSPI Summer Meals Program Reference Sheet

Overview of the Summer Food Service Program

The Summer Food Service Program (SFSP) is a Child Nutrition Program funded by the United States Department of Agriculture (USDA). In Washington state, the Office of Superintendent of Public Instruction (OSPI) administers the program. The SFSP provides reimbursement for nutritious meals served to children in low-income areas at no cost when school is out.

Meals must be served in low-income communities where at least 50 percent of children are eligible for free and reduced-price school meals or in other locations where at least 50 percent of the children enrolled in a specific program are eligible for free and reduced-price school meals.

Children 18 years of age and younger are eligible to participate in the SFSP. Persons over 18 years old who are physically or mentally disabled and participating in a public or nonprofit private school program established for children with these disabilities may also participate in this program.

Program Sponsors

SFSP is operated at the local level by sponsors. Sponsors may be:

- Public or private nonprofit schools
- Units of local, municipal, county or state governments
- Tribal organizations
- Public or private nonprofit residential summer camps
- Public or private nonprofit colleges or universities sponsoring the Upward Bound Program
- Private nonprofit organizations (must have tax exemption and provide a current copy of their 501(c)3 status)

Sponsors must have a [Data Universal Numbering System \(DUNS\)](#) number and register it on [System for Award Managements \(SAM\)](#).

Sponsor Responsibilities:

- Select sites in low-income areas (areas where $\geq 50\%$ of children are eligible for free and reduced-price meals at school)
- Submit an application packet to OSPI for review and approval
- Complete OSPI sponsor training
- Train all personnel involved in the operation of the SFSP
- Monitor all sites
- Serve meals that meet USDA meal pattern requirements



- Maintain accurate records to substantiate allowable costs (number of meals received, number of children at each meal, and number of meals prepared)
- Submit reimbursement claims to CNS in the required time frames

Program Meals

Sponsors may serve up to two meal types (breakfast, lunch, supper, or snack) per day in the following combinations:

- Breakfast
- Lunch
- Supper
- Snack
- Breakfast + Snack
- Lunch + Snack
- Supper + Snack
- Snack + Snack
- Breakfast + Lunch
- Breakfast + Supper

Please note that lunch and supper cannot both be claimed for reimbursement on the same day.

Camps or sites serving primarily children of migrant workers may serve up to three meal types per child per day and are the **only** sites that can serve both lunch and supper.

Meal Pattern

Sponsors are required to follow SFSP [meal patterns](#) for breakfast, lunch/supper, and snack.

School sponsors may choose to follow the National School Lunch Program (NSLP) meal pattern or the SFSP meal pattern.

Preparation

Meals may be prepared by the sponsor (self-prep) or contracted. Contractors may be public or private schools or nonprofit organizations or a private, for-profit company such as a commercial food service management company or catering company.

Resources

- [USDA Summer Food Programs web page](#)
- [OSPI CNS Summer Food Service Program web page](#)
- [OSPI Summer Food Service Program Meal Patterns](#)

Acronym Reference

- CNS – Child Nutrition Services
- DUNS – Data Universal Numbering System
- NSLP – National School Lunch Program
- OSPI – Office of Superintendent of Public Instruction
- SAM – System for Awards Management
- SFSP – Summer Food Service Program
- USDA – United States Department of Agriculture