

Food Bank of Lincoln Summer Food Service Program

Dear Summer Sites,

As most of you know, the Food Bank of Lincoln began sponsoring Summer Food Service Program (SFSP) sites this past summer. Since the Lincoln-Lancaster County Health Department will no longer be participating as an SFSP sponsor, we are planning on expanding our program by increasing the number of sites under our sponsorship next year.

The exact number of sites we will sponsor is still unknown, but please note that if your site is within walking distance of a larger SFSP site applicant you may be asked to consider joining their meal service program. Your site is not required to be under the Food Bank of Lincoln's sponsorship. You are welcome to seek another SFSP sponsor or look into sponsoring your own site.

Please be sure to read all the information carefully. For the Food Bank of Lincoln to consider your application, all information (the application, agreement, and delivery information) must be completed. Acceptance of your site under the Food Bank's sponsorship is not official until the agreement is returned to you with a Food Bank signature. By the site signing the agreement at the same time as submitting the application the Food Bank trusts that the site is willing and able to follow all requirements found in the agreement.

All sites interested in joining our program are required to submit an application, regardless of whether or not they have previously been under the Food Bank of Lincoln's sponsorship.

If you have any questions regarding the program or application process please contact:

Jason Helgren (jhelgren@lincolnfoodbank.org - 402-904-6550 ext 102),

Kendall Pratt (kendall@lincolnfoodbank.org - 402-904-6550 ext 103), or

Alynn Sampson (asampson@lincolnfoodbank.org - 402-904-6550 ext 101).

Thank you for your interest in joining our Summer Food Service Program!



Food Bank of Lincoln Summer Food Service Program (SFSP) Agreement

This document is an agreement made between the Food Bank of Lincoln (sponsor) located at 4800 Doris Bair Circle and _____ located at _____ (hereinafter referred to as "SFSP Partner or Site"). By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of the Summer Food Service Program (SFSP).

SFSP PROGRAM PARTNER AGREES TO:

The Summer Food Service Program (SFSP) is a federally-funded, State-administered program that aims to provide nutritious meals to children in low-income areas during the summer months when school is not in session.

- Follow the all of the SFSP rules, regulations, and food handling requirements as outlined in the spring 2019 Site Supervisor Training; unless directed to do otherwise by the Nebraska SFSP State Agency (Nebraska Department of Education) or the Lincoln-Lancaster County Health Department.
- Abide by the policies, procedures, and record keeping requirements of Food Bank of Lincoln.
- Ensure that all program staff or volunteers do not engage in discrimination in the provision of service against any protected classes outlined by the USDA for the Summer Food Service Program. (Protected Classes: race, age, color, sex, national origin, and disability)
- Have a designated site supervisor who will oversee program operations at the site. This person will be responsible for maintaining and retaining required paperwork until it is collected by the sponsor. The site supervisor should be present during meal services on a regular basis.
- Ensure that all daily meal counts have been submitted. Sites may be held financially responsible for meals if the daily counts are not submitted within 2 business days.
- Participate as an open site and provide meals to all persons 18 years of age and younger within approved meal service times. Meals are served on a first come first serve basis.
- Not serve meals to non-program adults. Program adults are staff members and volunteers that are directly involved in the SFSP meal service program. Program adults may be served after all children have been served.
- Have at least one site representative (either site supervisor or the site's secondary contact) attend SFSP training provided by the Food Bank of Lincoln in the spring of 2019. Site Supervisors are responsible for ensuring that all of the SFSP site staff and volunteers are trained on the SFSP rules and procedures.
- Ensure that a plan is in place for dealing with inclement weather (rain/thunderstorms, extreme heat).
- Provide sponsor with meal order numbers on a weekly basis. The site supervisor can submit meal orders on the desktop version of the SFSP software (children.lincolnfoodbank.org). If unable to access website, orders can also be submitted by phone or email. Adjustments to orders must be requested **at least three days in advance. Sponsor must be given at least a three day notice for field trip meals.**
- Give sponsor at least a three day notice for site closures or meal cancellations. If notice is not given in time, the site may be financially responsible for the meals ordered.

ALL SFSP SITES:

- Will have at least one unannounced site visit from a Food Bank of Lincoln representative.
- Must have adequate refrigeration for milk and breakfast items requiring cold temperature storage.

- Must have a sink available to wash serving utensils on a daily basis.
- Should have space to store field trip meals overnight (refrigeration required) or be able to pick up meals from the food vendor (Kinder Bites). Depending on field trip departure time the food vendor may be able to deliver the meals on the same day as the trip.
- Must have space available for supplies (plates, bowls, utensils, and napkins), equipment (hot box), and shelf stable food items (including provided backup meals). All food items must be stored at least six inches above the ground.
- Should have the capacity to serve meals (hot and cold) within the agreed meal service times
- **Must supply their own condiments (if desired), can openers, and take home containers to send food home (if desired).**
- Should have someone present to sign for the food when it is delivered to the site. If driver is unable to deliver the food because no one was present to receive the meals, the site may be held financially responsible for the meals that were not delivered.

EQUIPMENT

- All sites will be given a tablet with the SFSP software (app) pre-downloaded on to the device. The software will be used to count meals during meal service. The site will be responsible for monitoring the tablet and may be held responsible for any damage caused to the device.
- Tablets should be stored in a secure place at the SFSP site. Tablets should not be taken off site without permission from the sponsor.
- Sites must use the SFSP software to track meals. **Paper meal count forms should only be used on field trips or as a backup when the software or tablet is not working.** Sites should notify the sponsor right away if the software or tablet is not working. Paper meal count forms should be submitted to sponsor within 2 business days.
- Sites must have access to a Wi-Fi internet connection. While an internet connection is not needed to track meals on the tablet, it is needed to upload the data to the server at the end of the day.
- All sites will receive an electric or non-electric hot box to keep food warm in.

FOOD BANK OF LINCOLN AGREES TO:

- Provide meals to sites under FBL sponsorship.
- Provide program support, guidance, and leadership.
- Provide sites with disposable eating utensils, napkins, bowls, and plates/food trays. Sites will be given supplies based on their projected attendance numbers. If sites run out of disposable supplies for any reason other than having greater attendance than initially expected, they will be responsible for supplying their own supplies for the remainder of the summer.
- Provide training for site supervisors.
- Be available for additional site visits to answer questions and/or concerns.

SIGNATURES

The site's authorized representative's signature below confirms that the SFSP Partner is accepting and agrees to abide by all terms of this agreement.

SFSP Partner Signature:

SFSP Site Representative Signature (Site Supervisor, Director, or Principal)

Date

Print Name of representative who signed this agreement

Food Bank Signature:

Food Bank Signature (Child Hunger Coordinator)

Date

Print Name of representative who signed this agreement

Equipment delivery and return.

The below information is to be completed upon the delivery and return of the equipment.

Tablet Number: _____

Hot Box Number(s): _____

Delivery Date: _____

FBL Initials: _____

Site Initials: _____

Pick up Date: _____

FBL Initials: _____

Site Initials: _____



2019 Summer Food Service Program: Site Application

Please only submit one application per site.

Site Name

Site Address

Street Address

Street Address Line 2

City

State

Zip Code

Will your site serve meals indoors or outdoors?

Please note that all outdoor sites must have a nearby covered or enclosed shelter to serve out of in case of inclement weather.

Expected Breakfast Meal Service Time (should not exceed 2 ½ hours)

ex. 8:30 AM - 9:00 AM

Expected Lunch Meal Service Time Meal (should not exceed 2 ½ hours)

ex. 11:30 AM - 12:30 PM

What's the earliest time that food can be delivered to your site in the morning?

ex. 6:30 AM

We will be offering breakfast and lunch during the weekday from 5/28/2019 - 8/9/2019.

No meals will be offered on 7/4/2019

When will be your first day of meal service be?

When will be your last day of meal service be?

Please list any days (between your indicated first & last day) that your site will be closed. If unknown, please skip this question.

May

June

July

August

The Food Bank will have a limited number of volunteers available for the Summer Food Service Program. Priority will be given to sites with an average daily attendance of 75 children or more. Sites are welcome to secure their own volunteers.

Would you like to have volunteers at your site?

Yes

No

Maybe

Did your site serve SFSP meals this summer (2018)?

Yes

No

Taking your site's 2018 summer daily meal numbers into account, how many children do you think your site will serve on a daily basis in 2019?

If your site did not operate in 2018, write an estimate of how many children you think you will serve daily in summer 2019.

While duties can be delegated, the site supervisor is responsible for the site's operation and all SFSP paperwork. At least one of the individuals listed below will be required to attend training in the spring.

Site Supervisor Name

Phone Number

Email

Secondary Contact Name

Phone Number

Email

Additional Comments

Signature

Date

Print Name

SFSP Site Delivery Information Sheet

Site's Food Delivery Address:

Street Address

City

State

Zip Code

Where should the truck deliver the food? Be specific on where to park and what door to use. (ex. door #3, park in front of main entrance):

Are there any special requirements to get into the site? (ex. ring doorbell, access code):

Where should the food be delivered to? (ex. cafeteria, kitchen, room #3):

If the door is locked or driver is unable to gain entry to the site's building they should call:

_____ at _____
(ex. Front office, site supervisor) (Phone Number)

Secondary Contact: _____ at _____
(Name) (Phone Number)

What's the earliest time that food can be delivered to your site in the morning?: _____

Additional Comments: _____