

Update on the Summer Food Service Program

As of January 1, 2008 the Summer Food Service Program has some "Simplified" procedures. It is now easier than ever to participate!

The information below replaces the information printed on pages 11-13 of this booklet.

Obtaining Reimbursement for SFSP Meals

The State agency reimburses SFSP sponsors on a per meal basis for the meals they serve to eligible participants that meet program requirements. To receive reimbursement, you must prepare a claim to report the number of meals served each month. Total reimbursement is limited by per meal reimbursement rates.

Reimbursement may be used for allowable costs, whether they are operating or administrative. Careful planning will help you cover all of your costs.

Your costs will depend on many factors including the number of meals you serve; the price you pay for food or meals, if purchased from a vendor; and the wages paid to staff.

Here are some examples of costs:

Operating

Operating costs are the costs of running your food service. These are the expenses you have for preparing, obtaining, delivering, and serving meals. Operating costs include:

- Processing, transporting, storing and handling food
- Salaries of cooks, site personnel, and other food service workers
- Utensils, plates and non-food supplies
- Maintenance and rented items, such as kitchen equipment or trucks
- Kitchen utilities
- Supervision of children
- Site clean up
- Transporting children to and from rural sites

Administrative

Administrative costs are the costs you have for activities related to planning, organizing and administering your program. These expenses should be included in your approved budget.

Administrative costs include:

- Salaries of supervisory staff, monitors, trainers, and office employees
- Rental of offices, office equipment and cars
- Office supplies
- Building utilities
- Insurance costs
- Postage
- Audits
- Travel costs

Remember, SFSP is a **nonprofit** food service program for children. Sponsors must be prepared to manage their food service programs carefully, and add other resources to their programs, if necessary. Sponsors must keep documentation of all costs to show that they are allowable. Closely monitor program costs to ensure that you do not spend more than your reimbursement. You are responsible for any costs or expenses that are more than your reimbursement.

In closing...

It is easier than ever to start the Summer Food Service Program in your community and to make a difference in children's lives.

The need for good nutrition is crucial for children to have safe and productive summers. You can make the summer a nutritious and healthy experience for the children in your community with the Summer Food Service Program.

**To find out more.... Visit our website at:
www.summerfood.usda.gov**