APPLICATION DATE: __________________________

CBO AGENCY NAME: __________________________ AGENCY ADDRESS: ______________________________________________________________

SUMMER SCHOOL SITE: ________________________________________________________________________________________________

Hours and Time of program: __________________________ Average Attendance # of students in Summer Program: ______
Start date for meals: __________________________ End date for meals: __________________________
Days of the week meals will be needed (MONDAY-FRIDAY): ______________________________________________________________
Desired Meal (circle one): Breakfast & Lunch OR Lunch & Snacks
Desired meal service time (depending on the # of programs on site, time will be adjusted and confirmed by SNS to ensure adequate eating time and dining space for all programs):
          Breakfast: __________________________ Lunch: __________________________

Contact information:
Director Name: __________________________ Director Email Address: __________________________
Site Coordinator Name: __________________________ Site Coordinator Email Address: __________________________
Site Coordinator Phone: __________________________

________________________________________________________ (Name of Participating Agency) operating summer program at __________________________________________ (Name of SFUSD School) hereinafter referred to as the “site”, agrees to the following policies in accordance with the SFUSD-sponsored Summer Food Service Program rules and regulations:
1. Serve meals to all children 18 years of age and under. One meal per child.
2. All sites receiving summer meals are an open site, where community children can participate and receive free summer meals on a first-come-first-service basis.
3. Provide adequate line supervision during the meal service time to make sure each meal is accurately accounted for. Assist with reinforcing students to take the minimum required meal components to count as a reimbursable meal.
4. Children are to pick up meals during the approved meal time.
5. No food should be taken off campus, unless meals are intended for field trips. All meals must be consumed in the dining space.
6. Comply with civil rights laws and regulations: The USDA prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.
7. Submit daily orders according to the Ordering Deadline Schedule. Student Nutrition Services reserve the right to make order adjustments should excess leftovers are observed.
8. Report program closures or dates when meals will not be served at least one week in advance.
9. Sites serving LESS than the minimum requirement and leftovers will be tracked by SNS and billed monthly. Breakfast $1.50, Lunch $3.00 and snack $0.80.
10. Student Nutrition Services will conduct site visit at least once during the session, may be announced or unannounced. Findings and feedback will be provided to the site staff, violations, if any, shall be corrected and addressed immediately. A follow-up visit may be required.

11. Make corrective actions and troubleshoot issues as recommended by SFUSD in a timely manner to maintain compliance with USDA regulations. SNS personnel (Supervisor and clerks) will be assigned to designated schools and be available to provide assistance.

12. Site staff or students shall not be allowed to enter the kitchen or use the equipment without a real estate permit or prior approval. During the summer session, SNS staff have the priority using the equipment to serve all meals necessary regardless the kitchen permit.

13. All site coordinators or a staff from each agency is required to attend the mandatory SFUSD Summer Meal Orientation on May 11th. A separate invitation will be sent after the approval of the application. Failure to attend will revoke the application. It is the responsibility of the attended staff to train its program staff on the regulations of the meal program. Additional training or questions can be directed to Student Nutrition Services.

For sites distributing the meals without SNS staffing, the site will also need to comply with the following in addition to the above:

1. Safely store any program food and supplies. All food items must be refrigerated until ready to serve.
2. Enforce hand washing requirements of staff and children to ensure food safety requirements are being met.
3. Ensure program staff will be on site to receive the delivery. Site is responsible for checking all components against the invoice/delivery receipt to ensure everything is received. If any problems occur, sites are responsible for calling SNS immediately.
4. Maintain accurate daily meal count forms at the correct point of service. Children taking a meal should be tallied one at a time on lunch/snack forms every time a meal is served.
5. Paperwork (Meal Production Records and Tally Sheet) must be completed daily, compiled, and submitted to Student Nutrition Services on a weekly basis by the end of every Friday.
6. Left over bag lunches should be disposed of at the end of the day due to food safety concerns. They should not be taken and stored in another location.

The importance on compliance is to ensure that as many children as possible can participate in this program and will ensure that all sites have the necessary materials and training to run a successful program. Failure to comply with the terms indicated above or any of the requirements of this program jeopardized SFUSD’s sponsorship to provide these meals to children in San Francisco. Sites that continue to be non-compliant with USDA/SFUSD regulations may result in your organization being removed from the Summer Food Program. Signing below means that you have read, reviewed, understand, and agree to the requirements and take responsibility for this program at your site.

_________________________  _______________________
Director’s Signature        Date

_________________________  _______________________
Site Coordinator’s Signature Date

Application must be completed fully prior to review for approval; application with missing information will be returned. Please send the completed application to SummerMeals@sfusd.edu by March 31st, 2016.

SFUSD ONLY: Date of Confirmation: ________