



Summer Food Service Program Overview

Child Nutrition Program

- Overseen by Ohio Dept of Education
- Governed by US Dept of Agriculture
- Sites must be either a “public entity” (i.e. school or library) or have a Federal 501 letter
- Sites must be in an eligible area that is near a school that has 50% or more of its students receiving free or reduced prices lunches
- In order to provide this service, we ask partner sites have their program staff serve the meals
- Site supervisors and servers are required to be trained annually by the sponsor on paperwork and safely serving the foods

Annually Required Paperwork for State (ODE) Application

- Each eligible site must have a Sponsor-Site Agreement signed by the site supervisor
- Each eligible site should have back up staff/volunteers to cover the duties of the site supervisor and servers
- Each eligible site must have all site supervisor and servers trained annually by the sponsor on the requirements of the meal program and have a signed acknowledgment of the training

Required Paperwork Sent to Sponsor

- Meal count sheets are to be completely filled out by the site server for each day of meal service
- Meal count sheet are to be sent to the sponsor no later than the next business day
- Request for changes in meal counts need to be called in to the kitchen no less than 48 hours prior to the need for change
- Requests for changes to meal service (i.e. time/day adjustments, meal types, etc.) need to be emailed to the program coordinator, who will follow up with the site supervisor
- Field trip forms need to be submitted to the office no later than one week prior to the planned trip
- Cancellations and closures (i.e. bad weather, staffing needs, etc.) are to be called in to the kitchen as soon as possible