



TO: Summer Food Service Program Sites
FROM: Julie Pruett Bishop
Columbus Recreation and Parks Food Access Office Director
SUBJECT: 2016 **SUMMER FOOD SERVICE PROGRAM OVERVIEW AND APPLICATION INFORMATION**

Columbus Recreation and Parks Department provides free meals and snacks to children age 1-18 at a variety of community locations where children gather during the summer, including Recreation Centers, schools, libraries, Boys & Girls Clubs, YMCAs, churches and other community non-profits. Our goal is to make sure all children in our city have access to nutritious meals at safe and fun locations in their own neighborhoods. We thank you for your interest in serving the children of Columbus with us this summer.

Please read all the information provided and complete the required paperwork for the program.

PAPERWORK DEADLINE WILL BE APRIL 15, 2016.

OPERATION DATES:

Summer food service will run from June 6th through August 19th, 2016. We will be closed July 4th.

APPLICATION PROCESS:

All sites, new and returning must submit the following: Application, Contract, proof of liability insurance and 501c3 status.

At least two staff or volunteers must be trained before meal service can begin. Dates will be published on our website.

Potential new sites will be inspected by our staff for accessibility to children, safety, and appropriate refrigeration. Returning sites occupying new spaces will also require an inspection. Sites that were out of compliance with our guidelines last year are also subject to inspection.

Paperwork can be returned via mail, fax or email. Contact information is at the bottom of this letter.

On the application you will be asked to choose whether you are open, open restricted or closed. Please read the following definitions closely before deciding. We will publish the location and meal times for all Open and Open Restricted sites.

OPEN: Meal service is open to all children in the community. No attendance taking is required, no proof of income eligibility is collected. If you are running a camp you do not have to let unenrolled children stay, but you must provide them with a meal.

OPEN RESTRICTED: The same as above, but notes that you have limited space or staffing. You must still be open to any child who comes as long as there is space for them at the time of the meal service.

CLOSED: Meal service is only for children enrolled in the site program. Attendance must be tracked daily and submitted to our office. Income eligibility forms may be required for students, depending on the location of the site.

Delivery Information:

Meals will be delivered to sites that serve for at least 4 consecutive weeks, open before 10 am, and order at a minimum of 40 meals a day total (ex: 20 breakfast and 20 lunch).

If you do not meet the above requirements you may still be able to participate but could be required to pick up your meals from the food production center.

KEEP IN MIND THESE POINTS BEFORE RETURNING THE ABOVE REQUIRED PAPERWORK:

1. If your site has multiple programs in the same facility you must serve the meals within the same block of time unless otherwise approved.
2. Please offer our office some flexibility in scheduling delivery times. The drivers need a half hour window for delivery of your meals from your scheduled serving times.
3. The signature on the contract **MUST BE** the contact person for the summer.
4. **You organization must sign the contract and application in order for us to process your sites information. Please be sure that all requested information 501c3 and proof of liability insurance is included with your application and contract. Any information missing from the application will void the application.**
5. You must provide your own refrigeration, refrigerator thermometer, and food thermometer. Commercial grade refrigeration is preferred but not required.
6. You must abide by any changes that the government may impose upon our programs and you are responsible for making those changes in regulations, etc.
7. You must include on all publicized materials including bulletin boards and fliers the following statement: ***“The USDA is an equal opportunity provider and employer.”***
8. You are responsible for staffing and funding your site’s programming, including internet access or mobile data. We only provide the meals.

Please call or email us if you have any questions. If you’re unsure at this point if your site will participate in the program, it is best to complete the application and contract. **Sites CANNOT be added past the deadline date.**

The information is available on the following City of Columbus web page:
<http://www.columbus.gov/recreationandparks/programs/Free-Meal-Programs/>

As some of you know, Kay Snyder has retired from the Summer Food program. I worked with her for the past two summers and look forward to working with all of you this year! The rest of our office and compliance staff will be returning, so we hope that this will prove to be a smooth transition. Please don’t hesitate to reach out to us with questions or concerns.

Thank you for your support.

Julie Pruett Bishop
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***Please note: our mailing address is the same, but our office has moved to Blackburn Recreation Center. Please call before stopping by so that we make sure you can find us!!!

“The USDA is an equal opportunity provider and employer.”