

TO: Summer Food Service Program Sites
FROM: Kay Snyder
Summer and After School Food Service Program Director
SUBJECT: 2014 SUMMER FOOD SERVICE PROGRAM

Summer Food Service Program
Columbus Recreation & Parks Dept.
1111 East Broad St.
Columbus, OH 43205-1303

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

We are preparing for the 2014 Summer Lunch Program for Columbus Recreation and Parks. Dates of Operation this year are June 2nd - August 15th. If your site intends to participate in the Summer Lunch program, please provide, complete, and return the following: **a copy of the 501c3 for your organization, copy of your proof of liability insurance, completed and signed summer food site application, and completed and signed summer food site contract.** Your site will receive additional information after we receive all of the above information.

If you intend to be a *closed enrolled* site you will need to obtain *income eligibility forms* from each of your participants in order for your site to qualify. These forms will need to be submitted to the office before your site is approved and your meals delivered. You will also be required to submit a roster of your participants and a daily/weekly attendance sheet for your participants at each closed enrolled site.

Please call the office at 614-645-3642 if you have any questions before returning the completed and signed application and contract to my attention at the above address. 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:

www.columbusrecreparks.com

Click on Recreation and Parks, Programs, After School and Summer Food Service Program

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

1. You must operate a *minimum of 4 weeks* during the 11 weeks of the program. If you operate less than 4 weeks you have the option to pick up meals from the Columbus City Schools production center with prior approval.
2. We will notify you of your serving times if different than your request. Your facility may not get your first choice for serving times.
3. **Your site must serve at least 40 meals per day. Example: 20 breakfast and 20 lunch.** If you do not order 40 meals you will have to pick up your meals at the Columbus City Schools Food Production Center daily.
4. 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.
5. The signature on the contract **MUST BE** the contact person for the summer.
6. **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.**
7. You must provide your own refrigeration plus your organization must have a refrigeration thermometer and a food thermometer on site per Ohio Department of Education (preferably commercial grade refrigeration).
8. We will visit all new sites to do a pre-operational visit to approve your site for the summer food program. You must provide us with a phone number that allows us to schedule these visits or your site will not be approved to operate.
9. We may visit returning summer food sites for a pre-operational visit if we feel that your location had problems the previous summer or you have changed locations for your summer program.
10. 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.
11. You must include on all publicized materials including bulletin boards and fliers the following statement: ***"The USDA is an equal opportunity provider and employer."***
12. You are responsible for any requests that are made through the vendor that we use for the production and delivery of the summer food meals.

If you have any questions, please leave a detailed message on the Summer Food Service Program voicemail line (614-645-3642). Once again, thank you for giving your time and effort to make this program worthwhile for the children in our community.

Thank you for your support.

Kay Snyder
Summer and After School Food Service Program Coordinator

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