

2016 Summer Food Service Program (SFSP) Site Information Sheet

In order to provide assistance to children who may benefit by having access to the USDA SFSP, please complete this form and return it to the Louisiana State Department of Education, Division of Nutrition Support, P.O. Box 94064, Baton Rouge, LA 70804, or fax it to (225) 342-3305. The information will be sent to approved SFSP sponsors serving the location of the potential SFSP site identified in this document. Your assistance in providing awareness of the SFSP and in identifying potential SFSP sites is greatly appreciated.

AREA OF NEED/ POTENTIAL SFSP SITE INFORMATION

Site Name: _____

Please describe any summer enrichment or educational activities that will be offered at the site:

Site's Physical Address: _____ Parish: _____

Site's Mailing Address: _____ Parish: _____

Name of Site owner/legal operator (such as a school or government): _____

Title of Summer Enrichment Program (if applicable): _____

Contact Person (for site): _____

Contact person's Email Address & Phone Number: _____

Has an approved SFA or SFSP sponsor been identified to operate the site? If yes, provide the name of the approved sponsor below. No Yes

Approved SFA/SFSP Sponsor Name: _____

GENERAL SITE INFORMATION

Site Demographic Makeup: Rural Non-Rural

Areas of Need to be Served: _____

Does the site participate in any other Child Nutrition Programs: (check all that apply):

Child and Adult Care Food Program (CACFP) Family Day Care Food Program (FDCFP) National School Lunch Program (NSLP)

Fresh Fruit and Vegetable Program (FFVP) Special Milk Program (SMP)

NOTE: No site application will be considered without having a current health inspection/permit to operate issued by the Louisiana Department of Health and hospitals, Office of Public Health (DHH OPH). Proposed SFSP sites that violate the Louisiana Public Health - Sanitary Code by operating prior to DHH OPH approval will not be approved to participate in the SFSP.

Louisiana Administrative Code, Title 51, Public Health-Sanitary Code, Part XXIII, Chapter 5: (501): No person shall operate a food establishment or retail food store/market of any type without first having received a valid permit to operate from the state health officer. Permits are not transferable. A valid permit shall be posted in a location of the establishment conspicuous to the public. (503): To Obtain a Permit from the State Health Officer:
 A. The owner, president of the corporation, or other such officer duly delegated by the corporation or partnership shall make written application for a permit to operate and submit plans as described in §307 to the state health officer.
 B. After plans and specifications have been reviewed and approved, the owner, president of the corporation, or other such officer shall request a preoperational inspection be made as described in §309 to determine compliance with all provisions of this Title.
 C. A permit to operate shall be issued by the state health officer to the applicant if an inspection reveals that the proposed food establishment or retail food store/market and applicant has complied with all the provisions of this Title.

OPERATING CALENDAR AND MEAL INFORMATION

First date of projected SFSP meal service: _____
 Last date of projected SFSP meal service: _____

Anticipated site meal service type, time, and number needing service (complete all that apply):
Please note that most site types allow for a maximum combination of two meal types per day. Please contact the State Agency if you have questions.

<input type="checkbox"/> Breakfast	Projected Start Time of Operation: _____	Projected End Time of Operation: _____	Estimated Daily Participation: _____
<input type="checkbox"/> Lunch	Projected Start Time of Operation: _____	Projected End Time of Operation: _____	Estimated Daily Participation: _____
<input type="checkbox"/> Supper	Projected Start Time of Operation: _____	Projected End Time of Operation: _____	Estimated Daily Participation: _____
<input type="checkbox"/> Supplement	Projected Start Time of Operation: _____	Projected End Time of Operation: _____	Estimated Daily Participation: _____

How many children can eat at this site at one time (IE: *how many seats are available in the designated eating area*): _____

As per (7 CFR 225.6(b)(5)) and the 2015 SFSP Administrative Guidance, confusion and waste result when two or more sponsors compete for the same sites or target children in the same geographical area. Since such an overlap in service conflicts with program objectives, the State agency usually approves only one sponsor to serve an area. When determining which of the competing sponsors will serve an area, the National School Lunch Act requires the State agency to give priority to local school food authority sponsors first, then government and private non-profit organization sponsors that have successfully operated the SFSP in a prior year.

ONCE THE FORM IS COMPLETED AND READY FOR SUBMISSION, PLEASE PRINT YOUR NAME AND PROVIDE THE DATE IN THE DESIGNATED AREAS BELOW:

X _____

Date: _____

PRINT NAME