



# Module 2b – Camps Site Eligibility and Operations Requirements

There are three modules on eligibility based on site type. Review the following information on Camps to determine if your meal site is a Camp. If you operate more than one site type, you will need to review the modules for each site type, and answer the quiz associated with those modules.

## Camp Sites

Camps can be residential or nonresidential day camps that offer regularly scheduled food service as part of an organized program for enrolled children.

## Target Audience

- Designated Officials/Authorized Representative
- Summer Food Service Program Administrator
- Camp Directors

## Estimated Time Required

- 20 minutes

## Objectives

- Identify who is eligible to participate
- Determine the required documentation needed to qualify as a Camp site
- Understand other Camp site requirements

## Tasks

- Read materials
- Review Web sites and Resources
- Complete and submit online quiz

# Participant Eligibility

Eligible participants in the SFSP include the following:

- Children 18 years of age or younger (includes foster and migrant children)
- Persons 19 years of age or older who have a mental or physical disability and who participate during the school year in a public or private non-profit school program for people with mental or physical disabilities.

## Camps

There are two types of camps:

- **Residential** where children stay overnight at the camp
- **Nonresidential** where children attend during the day
  - Sponsors must offer a continuous schedule of programs with organized cultural and/or recreational activities for enrolled children between meal services

## Sponsors of camps:

The following are highlights for camps.

- Do not have to establish area eligibility
- Must collect and maintain current income eligibility application forms for enrolled children
- Are only reimbursed for those enrolled children who meet the free or reduced-price meal eligibility standards

## Upward Bound

The following information provides guidance on using the Upward Bound application for the SFSP.

- Upward Bound income applications may be used in lieu of the SFSP application to determine income eligibility for all SFSP participants
- The program may claim meals only for participants meeting the Upward Bound income eligibility guidelines or the SFSP income eligibility guidelines

## Income Eligibility Application Form

There are three ways to qualify for free meals utilizing the Income Eligibility Application Form: Categorical, Foster Child or Household Income that is at or below the income eligibility scale or the National School Lunch Program reduced-price meal standards.

### Completing the Income Eligibility Application Form

A sample income eligibility application form and a sample letter to parents with income eligibility scale are located in the SFSP Administrative Guidance for Sponsors. The Income Eligibility Application Form contains instructions for completing the form. An adult household member must complete and sign the form.

The representative of the sponsoring agency must determine and certify who is or is not low- income by completing the For Agency Use Only section. To complete the eligibility and certification process:

- Determine whether the participant is categorically eligible or income-eligible then complete the For Agency Use Only section.
- Compare the applicant's income level to the school's free and reduced-price meal income eligibility scale when processing forms from those that completed the Household Income section.
- Mark the appropriate box to identify the participant's eligibility.
- Sign and date the Camp and Enrolled Sites Income Eligibility Form.

# Site Monitoring Requirements

Sponsors must ensure compliance with the following minimum monitoring requirements.

## 1) Pre-operational Visits

Before sponsors begin meal service operations, they must visit:

- New sites to make sure that the sites have facilities to provide meal services for the number of children they expect to attend
- Returning sites that did not operate during the last program year
- Sites with key staff turnover (such as site monitors, site supervisors, administrators)
- Sites with operational problems, such as daily meal counting errors, serving incomplete meals, food safety and/or sanitation issues

## Pre-operational Visits (continued)

Complete the Pre-operational visit worksheet for sites specified above.

### Pre-Operational Site Visit Worksheet

(Attachment 13 – USDA Administrative Guidance Manual)

Attachment 13

| PRE-OPERATIONAL VISIT WORKSHEET   |   |       |
|---|---|-------|
| Site name: _____  | Site number: _____                        |       |
| Site address: _____   |   |       |
| Site telephone number: _____  |   |       |
| Person to contact for use of site: _____  |   |       |
| Type of site (check appropriate type):  |   |       |
| <input type="checkbox"/> Recreation center  | <input type="checkbox"/> Park             |       |
| <input type="checkbox"/> School   | <input type="checkbox"/> Residential camp |       |
| <input type="checkbox"/> Church   | <input type="checkbox"/> Play street      |       |
| <input type="checkbox"/> Playground   | <input type="checkbox"/> Other            |       |
| <input type="checkbox"/> Settlement house   |   |       |
| Estimated number of children the site could serve: _____  |   |       |
| Estimated number of needy children in area: _____   |   |       |
| Estimated number of personnel needed to adequately control the food service: _____  |   |       |
| Is another site needed in this area? <input type="checkbox"/> Yes <input type="checkbox"/> No                               |   |       |
| Are the present facilities adequate for an organized meal service? <input type="checkbox"/> Yes <input type="checkbox"/> No |   |       |
| If answer is no, comments: _____  |   |       |
| For the estimated number of children, does the site have:   |   |       |
|   | Yes                                       | No    |
| Shelter for inclement weather?  | _____                                     | _____ |
| Adequate cooking facilities (if applicable)?  | _____                                     | _____ |
| Adequate storage for prepared or delivered food?  | _____                                     | _____ |
| Storage space for records at site?  | _____                                     | _____ |
| Adequate refrigeration?   | _____                                     | _____ |
| Access to a telephone?  | _____                                     | _____ |
| What type of organized activities are possible or planned at this site?<br>_____<br>_____                                   |   |       |
| Improvements or corrective actions needed before site operates:<br>_____<br>_____   |   |       |
| _____<br>Monitor's Signature  | _____<br>Date                             |       |

## **2) First-Week Site Visit**

As a result of a recent policy change by the USDA, returning sponsors no longer have to meet the First-Week Visit requirement for sites that operated successfully during the previous summer and had no serious deficiency findings.

First-week site visits are still required for all new sites and any sites that experienced operational deficiencies during the previous summer.

**PLEASE USE THE NEW FORM WHICH IS POSTED IN THE SFSP RESOURCE SECTION ON CNP.**

## **3) Within the First Four Weeks**

Sponsors must review **all sites** at least once during the first four weeks of program operations. After this initial period, sponsors must conduct a “reasonable” level of monitoring. If a site operates less than four weeks, the sponsor must still conduct a review.

**PLEASE USE THE NEW FORM WHICH IS POSTED IN THE SFSP RESOURCE SECTION ON CNP.**

# Media Release

The purpose of the “Media Release” is to notify the participants of the dates, times and locations where meals are served at participating sites. A copy of the Media Release must be submitted annually to the CDE.

A Media Release is required for Camp sites. Please note:

- Sponsors of Camp sites must announce the availability of free meals to their participants.
- Sponsors must submit a Media Releases to NDA annually when updating their application packet.
- Requirement may be met by including the free meal announcement in the site’s information packet or brochure provided to prospective participants.
- Start and end times of each meal service must be included in media release.
- Income eligibility guidelines must be included in media release (only required for Closed-enrolled and Camp sites).
- A copy of media release must be kept with sponsor’s records.

Civil rights nondiscrimination statement must be included as follows:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternate means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Single-page documents that do not have space for the full nondiscrimination statement may contain the following shorter version:

This institution is an equal opportunity provider and employer.

## Eligibility for Reimbursement

Eligibility must be determined before submitting a Claim for Reimbursement.

Note: Sponsors of Camp sites must qualify each participant by income eligibility or the sponsor cannot claim the meals. Sponsors must have documentation of individual eligibility (i.e. original income eligibility application, Upward Bound applications, Migrant certification) on file and only claim those children that are free and reduced eligible. Sponsors must submit attendance roster identifying those children who are free and reduced eligible.

For more information about eligibility, see the USDA handbook titled, “Administrative Guidance for Sponsors” on USDA’s Web page at <http://www.fns.usda.gov/sfsp/handbooks>



## Health Department Notification

Regardless of whether the site is “self-prep” or “vended,” all sponsors must notify their local health department of their intent to serve meals to children before beginning meal service operations. The notification must be in writing and include the following for all sites they plan to operate:

- Meal service location(s)
- Start and end date(s)
- Start and end time(s)

Type of meal service (self-prep or vended)

Sponsors must maintain a copy of the health department notification in their files and send a copy to the State agency with their SFSP renewal application. Failure to notify the local health department may cause loss of reimbursement.

## Health Department Permits

- Facilities where meals are prepared must have a valid permit issued by the local health department.
- Local health department may also require that the person renting/using the facility have a health permit in their own name.

Failure by the sponsors to obtain proper kitchen permits may cause loss of program reimbursement.

Your summer food staff at the Department of Agriculture, Food and Nutrition Division is the best resources for questions you may have about SFSP requirements.

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