



Sponsor Relations

Your sponsor has an agreement with the State agency and is ultimately responsible for the management responsibilities of the Summer Food Service Program. By working cooperatively with your sponsor and following program guidelines, you can ensure that your site is successful!

Where to find a sponsor

If you are interested in participating in the Summer Meals program as a site, your State agency can assist you in finding a sponsor.

Site Sponsor Agreement

In many communities, a large sponsor, such as the parks and recreation department or a local food bank is willing to sponsor independently operated sites, such as summer recreation programs, community centers and churches. If the sponsor plans to administer a meal program at multiple sites not legally affiliated with their organization, the sponsor enters into an agreement with the site supervisor or responsible site official. Your site/sponsor agreement should list, in specific terms, the responsibilities of the site supervisor for the food service program. This will make it easier for you, the site supervisor, to understand your duties.

Training

Training is one of your sponsor's major administrative responsibilities. Sponsors also are required to arrange a pre-operational training session. Someone who has received program training must be present at each site when meals are being served. The training should cover:

- the kind of meal service (self preparation or delivered) your site will provide
- the types of meals your site will serve (i.e., breakfast, lunch, snack and/or supper)
- the times meals are delivered and served
- recognizing and serving a complete meal
- the proper method for counting meals



- trash removal service
- record-keeping requirements for your site's food service
- contacts and their information to reach about any problems
- local health and sanitation standards
- local security and safety considerations
- a nondiscrimination policy.

Monitoring

Your sponsor is required to visit your site before program operations begin, during the first week and throughout the summer. These visits are designed to ensure the site is being run in accordance with Program regulations and to provide any information or assistance you need.

USDA Resources

Site Supervisor's Handbook

The USDA Site Supervisor's Guide in both [English](#) and [Spanish](#) can help ensure all Program requirements are met and your sites are reimbursed for every meal you serve. The Guides are available at <http://www.fns.usda.gov/sfsp/handbooks>.

State Agency Contacts

If you need additional assistance, or if you have problems with your existing sponsor, contact your appropriate State agency.

<http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>



Summer Meals Toolkit

USDA is an equal opportunity provider and employer.