



Dear Applicant,

We must all work together to ensure children and youth in the District of Columbia are provided with the highest quality of nutritious foods each and every day. This can be done most effectively by working with the Office of the State Superintendent of Education (OSSE) through the US Department of Agriculture, Child Nutrition Programs which include the National School Lunch and Breakfast Programs, the Child and Adult Care Food Program and the Summer Food Service Program.

The first step for your organization to receive funds for providing free meals to children and youth during the summer months begins with completing an application to participate in the USDA Summer Food Service Program (SFSP), also known as the DC Free Summer Meals Program (FSMP). The State Agency will provide training and technical assistance on food-service operations, nutrition education and guidance on meeting food safety requirements.

Hunger doesn't take a summer break and neither should access to nutritious meals. It is essential that children continue to receive sufficient and appropriate nutrition and exercise during the summer months so they may continue to grow stronger in mind and body. The importance of a healthy diet and exercise on a regular basis cannot be overstated as it is vital for maintaining a healthy body weight. It will also validate that access to healthy nutrition will decrease the incidence of obesity, high blood pressure and type-II diabetes; as suggested by various health studies. Statistics have shown that an increasing number of urban children and youth are affected by these health plights and the children of DC are not immune to these health issues. **Community and faith-based organizations, schools, child care centers, family day care homes, adult day care centers, shelters, after school programs and summer camps** can all play a vital and influential role in changing nutritional habits to help ensure our children and youth have a healthier future.

Thank you for taking the time to serve the children of our Nation's Capital nutritious meals. I look forward to working with and celebrating with you the rewarding results you will glean from all of your hard work and dedication while participating in the DC Free Summer Meals Program and as reflected in the many happy smiles of the children...today and tomorrow.

Sincerely,

Elisabeth Sweeting
Program Coordinator
Division of Health and Wellness
Office of the State Superintendent of Education



**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
Division of Health and Wellness
2016 D.C. Free Summer Meals Program
Application Checklist**

Due date is May 16, 2016

Submit two copies of the application package and supporting documents with at least one containing original signatures. Electronic submissions require the original signature pages to be delivered to the State agency.

Application Document	Required
Application	
Budget and Budget Narrative	
Site Information Sheet for each site.	
Site Information Spreadsheet – Excel format	
Permanent Agreement and Policy Statement	
Audit Questionnaire	
One Month FSMP/HSA Menu	
Pre-Award Civil Rights Questionnaire	
Media Release for Open and/or Enrolled sites or Camps	
Master Collection Form	
Proof of W-9 Federal Employer Identification Number (EIN)	
Copy of IRS 501 C(3) Exemption Status	
Site Monitoring Plan	
Site Eligibility - School, Census Data or Income Eligibility Statements verification	
Sponsor Site Cash/ Non-cash Agreements	
Camp Hearing Procedures - Sponsors of day and residential CAMPS ONLY	
Meal Service Plan - How/where meals prepared and transported (if applicable)	
Sponsors Self Prep MEALS ONLY	
Copy of DOH Food Safety Manager Certificates for each Self-Prep Sites	
Sponsors with VENDED MEALS ONLY	
Copy of Food Safety Handlers Certificates for each Vended Sites	
<u>Contracts greater than \$100,000*</u>	
• Request for Proposal for Food Service Management Company; or	
• Annual Contract Renewal and Extension	
<u>Procurement Contract Package</u>	
Government/Public Agency: total contract value is ≤\$25,000	
Private Nonprofit: total contract value is ≤\$100,000	
<u>Exclusive year-round contracts not to exceed \$10,000</u>	
Agreement to Furnish Meals with a Food Service Management Company	
<u>Local Educational Agency (LEA) Agreement</u>	
Agreement for Local Educational Agency to Furnish Meals	