

Nourish Their Bodies, Feed Their Minds

*Funding Opportunities for Meals and Snacks Provided by
After-school and Summer Programs in Illinois*



May, 2006

Acknowledgements

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The Illinois After-school Partnership

The Illinois After-school Partnership is co-chaired by the Illinois Department of Human Resources and the Illinois State Board of Education, and is coordinated by the Illinois Center for Violence Prevention. The Partnership is working to ensure high quality after-school programs are available for all interested children and youth in Illinois.

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Why Participation is Essential

After-school and summer programs in Illinois have a unique and unparalleled opportunity to better serve the children in their care and improve their own operations by participating in the federal Child Nutrition Programs that provide funding for meals and snacks.

Every after-school and summer program serving lower-income children that meets basic standards is eligible to benefit from this vital federal funding. By doing so, after-school programs empower themselves to:

- Attract more children to their services;
- Improve the health and well-being of the children they serve;
- Ensure that children fully benefit from the educational and enrichment activities they offer;
- Counter the childhood obesity epidemic with healthy food and nutrition education; and
- Strengthen their fiscal soundness and financial sustainability.

This handbook explains the basics of these nutrition programs, including Illinois' after-school supper program, which is available in only six other states. It offers a step-by-step guide for how to access these important funding sources — a process that is simpler than might appear at first glance.

Today, federal Child Nutrition Programs help feed more than 1.4 million children at nearly 33,000 after-school programs. Even so, much funding that is available through these programs goes unused every year. Every after-school and summer program not yet benefiting from this vital source of support has a responsibility to the children and families it serves to pursue this opportunity!

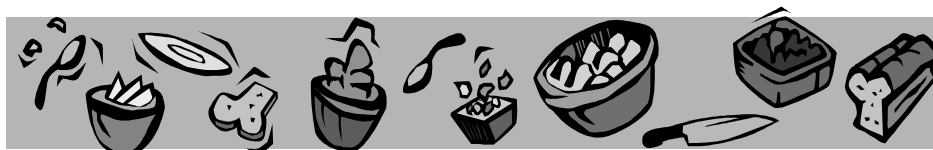


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Nutrition Is Crucial to After-school Success

By the time children arrive at their after-school program, lunch is a distant memory. Their growing bodies need food in between lunch and dinner just to get through the afternoon. Without it, they feel run down, their attention span shortens, their ability to learn diminishes, and they have difficulty fully participating in after-school activities.

After-school experts agree that food is an essential part of any after-school program. As the U.S. Department of Education's *Keeping Children Safe and Smart* notes:

Good after-school programs provide a nutritious snack and other meals when appropriate, for relaxation and socializing and to promote sound nutrition for participants.

Food is part of the appeal

Food helps attract children to after-school and summer programs, especially older children who have more of a say in determining whether or not they participate. Joyce Shortt, co-director of the National Institute on Out-of-School Time, has found in her research that:

When children in after-school programs are asked what they like best and least about their programs, food always comes up! Either they like the snacks or they want more food or more choices about the food. Food is a central part of any after-school program, as it should be, and, of course, it should be healthy and nourishing.

Food choices

An after-school program may decide to provide a supper, snack, or both. In Illinois, it is as easy administratively to provide suppers, which can be served at any point during the after-school program. Many programs choose to provide suppers at the start of the after-school program to ensure that children have enough to get through the afternoon.

This is especially true if many of the children live in poverty. Many after-school providers have found that if some children do not receive an evening meal while they are at the after-school program, they may not eat until breakfast the next day at school.

Pursuing federal support

Once the decision is made to serve a supper, snack, or both, the next question is how to cover the food costs. One critical answer is the federal child nutrition programs, which are already feeding more than one million children after-school — and which are available to most after-school providers.

Federal Child Nutrition Programs

Two federal child nutrition programs provide money to feed children after school:

- The **Child and Adult Care Food Program (CACFP)** provides reimbursement for meals and snacks to after-school programs that are operated by schools, local government agencies and private non-profit organizations.
- The **National School Lunch Program (NSLP)** provides reimbursement to school-sponsored after-school programs for snacks. A school-sponsored program is one that is operated by a school, either on school grounds or elsewhere. It can also be operated by another organization, such as a Police Athletic League, on or off school grounds, if the school sponsors the program. School-sponsored programs usually participate through NSLP unless they want to serve suppers.

A third program provides food for children during the summer:

- **The Summer Food Service Program (SFSP)** is a federal child nutrition program available to schools, local government agencies, and private non-profit organizations to feed children during summer vacation and to feed students attending year-round schools during their breaks that replace a traditional summer vacation. Most programs that receive meal or snack funding through NSLP or CACFP switch to SFSP during the summer. However, it is not necessary to run a program during the school year to participate in SFSP. For those programs already enrolled in NSLP, the Seamless Summer Option streamlines SFSP and the NSLP decreasing the administrative requirements for schools feeding children during the summer.

Available to all

Any after-school program that meets CACFP's and NSLP's eligibility requirements and is willing to comply with program rules can receive child nutrition reimbursement. In that respect, CACFP and NSLP are different from most other grant programs (such as the 21st Century Community Learning Centers program or Teen REACH) that provide funds on a competitive basis.

Eligibility

To participate in CACFP or NSLP, after-school programs must provide educational and enrichment activities. Educational or enrichment activities could include arts and crafts, homework assistance, life skills training, and computer or remedial education. Sports and recreation can be part of an after-school program as long as participation is open to all and only limited based on space or other programmatic concerns. Competitive sports teams, such as the high school varsity football team or a baseball league, are not eligible. Programs that participate in SFSP are not required to have an educational or enrichment component.

After-school and summer programs can qualify for reimbursement in two ways: 1) area eligibility and 2) individual eligibility. To qualify for **area eligibility**, your site(s) must be located in an area served by a school in which at least 50 percent of the enrolled children are approved for free or reduced-price meals in the National School Lunch Program. To find out if your program qualifies for area eligibility, call ISBE at (800) 545-7892. Please have the name of the school that is located closest to the building where you offer the after-school program before you call.

Sites which are not served by a school with at least 50 percent of the enrolled children eligible for free and reduced-price meal benefits, must claim meals and snacks based on income category (free, reduced-price, paid) for each child. To document **individual eligibility**, the program must collect Household Income Eligibility Applications and keep them on file for all children reported in the free or reduced-price category and enrollment documentation for all paid children. Before collecting this information, after-school programs should contact the children's schools to find out if the school is willing share the eligibility information already on file at the schools. Schools are not required to share eligibility information, but they have the option to do so-and it is in their best interest to see that their students are receiving quality after-school services. To find out more about the meals and snacks various programs can get reimbursed for, please refer to the table below.

Table 1: Meals Available to After-school Programs through CACFP, NSLP, and SFSP

Child Nutrition Program	Age	Meals Available	When Meals are Available	Basis of Eligibility
CACFP* At-Risk Program	Pre-K-18	Suppers and Snacks	After school, on weekends, and holidays, but not during the summer	Low-Income Area
CACFP Out of School Hours Program	Pre-K-12	Meals and Snacks	Year-round, when school is not in session	Individual Household Income
NSLP	Pre-K-18	Snacks	On school days only	Low-Income Area or Individual Household Income
SFSP	0-18	Meals and Snacks	Summer	Low-Income Area or Individual Household Income

** Illinois is one of seven states included in the CACFP supper program that allows after-school programs located in low-income areas to serve suppers in addition to or instead of snacks to school-age children through the age of 18 (for more information, see page 7).*

Participating after-school programs are reimbursed for each snack and meal they serve, which means the funding increases as the program grows.

For example, an after-school program in a low-income area, which is serving snacks to 50 students, could receive about \$5,670 each year. With each new child, the program would receive an additional \$113. Similarly, an after-school program serving supper to 50 students each weekday could receive up to \$20,880, which would increase by up to \$417 with every child added to the program. (Calculations are based upon 2005-2006 free reimbursement rates during a 180-day school year, with the assumption that all 50 students were there every day.)

Nutrition guidelines

The suppers and snacks provided through the NSLP and CACFP must meet certain nutritional guidelines set by the U.S. Department of Agriculture. A supper must include:

- Milk;
- Two different servings of fruits and/or vegetables, grains; and
- Meat/meat alternate.

A supper can be as easy as a turkey sandwich, an apple, carrot sticks, and milk.

Snacks must include two out of the following four components:

- Milk;
- Fruits and vegetables (including 100% juice);
- Grains; or
- Meat/meat alternate.



For example, a simple snack could be a glass of milk and an apple, or juice and graham crackers.

The nutritional guidelines for snacks and suppers are available on the Food Research & Action Center's (FRAC) website at www.frac.org/html/building_blocks/nutritionalguidelines.html and sample snack menus are available at www.fns.usda.gov/cnd/CyclesMenu/CycleMenus.htm.

Health and Safety Requirements

All sites that are license-exempt by the Department of Children and Family Services (DCFS) must meet state or local health and safety standards. Copies of current health and fire inspections must be sent to ISBE with the new application packet. In addition, the site must be inspected by the state or local fire and health departments on a yearly basis and copies of the inspections sent to ISBE every year at application renewal. You are not required to send in the health and fire inspections when the after school program is located in a public school or a DCFS licensed facility.

To meet these inspection requirements, contact your local fire and health departments for information. To find out more about local health standards, which may vary by county, please call your county health department listed in Appendix A.

Getting Started

To get started, refer to Table 1 above and to the program sections of this guide to determine which meal program(s) might work best for your after-school program. The community area your program operates in, the ages you serve, and your program's schedule are all things to consider. Then, contact an ISBE nutrition consultant at (800) 545-7892 to find out about the upcoming training schedule and the documentation that you will need to gather for the application. For most programs you will need general information about your program, including: documentation of organizational status (i.e., 501c3 designation letter), budget information, and basic program information (i.e., enrollment, hours of operation, program components, etc.). Later in the application process you will be asked for details on how you plan to administer and manage the meal program. If you have any questions about any of the necessary documentation or paperwork, please contact an ISBE nutrition consultant and they can help you through the process.

Although each child nutrition program varies in their requirements, sponsors have some general responsibilities associated with administering the programs. Responsibilities for the programs include, but are not limited to:

- Verifying the eligibility of all service sites and/or individual program participants;
- Training all personnel about the Child Nutrition Program regulatory requirements;
- Serving meals and snacks that meet the federal meal pattern requirements;
- Taking meal counts at point of service;
- Conducting on-site reviews of meal service;
- Submitting claims for reimbursement;
- Maintaining financial and meal count records to substantiate claims;
- Accepting final financial and administrative responsibility for all activities associated with the program;
- Offering all services without regard to race, color, sex, age, disability, or national origin; and
- Offering meals at no cost to children.

If your program does not have the administrative capacity to fulfill these program requirements, you still may be able to get reimbursed for meals and snacks. Some organizations choose to sponsor multiple sites in order to streamline the administrative responsibilities associated with operating a federal Child Nutrition Program. If you are interested in finding a sponsor for your program, start by contacting your local food bank and your local parks and recreation department. These kinds of organizations may already sponsor multiple sites and might be able to add your program. If you have any questions or concerns regarding administrative responsibilities associated with the Child Nutrition Programs, please contact an ISBE nutrition consultant.

Why Provide More Than a Snack?

In Illinois, programs are able to access federal resources to provide a meal after school, on weekends, and during school holidays since is state that is a part of the supper pilot program. After-school programs located in a low-income area receive the highest rate of reimbursement for all suppers served. The suppers can be served at any point during an after-school, weekend, or school holiday program.

Programs choose to provide more than a snack for a variety of reasons.

- **Programs that serve low-income children will provide meals to ensure that children have access to the nutrition their bodies need.** An after-school program, for example, may provide supper to ensure that the children receive a healthy evening meal.
- **Programs may serve meals so that children are not hungry during the program.** An after-school program that runs from 3-7 may choose to serve a snack when the children first arrive so that the children have the food they need to make it through the afternoon and supper later on so that they can leave the program with a full stomach.
- **The supper is really a more substantial snack.** For many children, especially teens, the snack does not provide enough food. The supper can be as simple as a turkey sandwich, an apple, carrot sticks, and milk.
- The funding available through the CACFP program makes it more cost effective to provide meals. **The maximum supper reimbursement is about four times the maximum snack reimbursement even though a supper is only two and a half times the size of a snack.**



Child and Adult Care Food Program (CACFP) Key Facts

- After-school programs run by schools, local government agencies, and private non-profit organizations can participate in CACFP. Unlike the NSLP program, these after-school programs *do not have to be school-sponsored*.
- The after-school program must provide educational or enrichment activities in an organized, structured, and supervised environment. Educational or enrichment activities could include arts and crafts, homework assistance, life skills, and computer or remedial education.
- An after-school program can participate in one of the two CACFP programs: 1) At-risk After-school Snack/Supper Program and 2) Outside School Hours Program.

1. At-risk After-school Snack/Supper Program

- Sites must be located in an area served by a school in which at least 50 percent of the enrolled children are eligible for free or reduced-price meals in the National School Lunch Program.
- Sites can be reimbursed for meals and/or snacks served after the school day is over during the regular school year and on weekends and school holidays, but not during the summer. Programs that wish to continue serving meals and snacks during the summer can switch to the Summer Food Service Program (SFSP).
- Illinois after-school programs located in low-income areas can serve suppers and/or snacks to children age 18 and under.
- Snacks or suppers can be served at any point during the program, even when children first arrive. For example, a weekend program could serve a morning snack and a supper at lunchtime.
- A supper must include: milk, two servings of fruits and/or vegetables, grains, and proteins. A supper can be as easy as a turkey sandwich, an apple, carrot sticks, and milk.

2. Outside School Hours Program

- After-school programs individually qualify children based upon their household income.
- The level of reimbursement (free, reduced, or paid) received is determined by the child's household income.
- Snacks and/or meals can be served year-round to school-age children through 12 years of age.
- Children can receive up to two meals and a snack each day, which means that a YWCA offering a before- and after-school program can feed children breakfast in the morning, and a snack and supper after school.

**For more information contact CACFP staff at:
Illinois State Board of Education (ISBE)
(800) 545-7892
cnp@isbe.net**

Step by Step: Participating in CACFP

The following is a hypothetical example of a typical experience an after-school program would likely have in applying and starting to participate in the CACFP Child Nutrition Program:

Will, the director of the Boys and Girls Club, always wanted to serve food at his after-school program, but could not afford it. He recently learned about the funding available through CACFP.

Here are the steps Will takes to start participating in CACFP:

1. Will contacts the Illinois State Board of Education (ISBE). They explain the program and determine whether his after school program is located in an area to meet the eligibility requirements Will wants to serve suppers and snacks. Since Illinois is one of the seven after-school supper states, he will be able to get the highest reimbursement rate for suppers if his after-school program is located in a low-income area where 50 percent or more of the children are eligible for free or reduced-price meals. The state tells Will that Lincoln Elementary, the school district in which the Boys and Girls Club is located, has 59 percent of its students eligible for free or reduced-price school meals, so it qualifies.
2. When Will looks at the application it seems complicated, but once Will begins filling out the application, he finds it only requires providing basic information and thinking through how his after-school program will provide the meals. When he comes across an item he is not sure about, he contacts the ISBE program representative and they help him with that section.
3. Will mails in his application, including copies of the fire and health inspections. Will's program is exempt from licensing, but it has to meet the local and state health and safety standards. The requirements are minimal because the food is not being prepared on-site. He had a fire inspection, and the health department visited the program to review where the food was being stored to make sure the refrigerators kept the meals cold enough.
4. Will then attends one of the mandatory New Sponsor Trainings. Will attends the training, where he learns about the program and documentation he will need to provide to receive reimbursements. In Illinois, CACFP trainings are generally held on a quarterly basis.
5. After the training, Will returns to his program and works on developing and implementing CACFP procedures.
6. When ISBE receives all of Will's application materials and determines that his program qualifies and his application is complete, they schedule a Pre-Operational Review.

7. Will needs to decide whether he will hire a vendor to provide the meals or whether he will have them prepared on-site. Even though the Boys and Girls Club does have a kitchen, he thinks it would be easier to have the meals provided by a vendor. The school food service department is willing to develop the menus and provide suppers and snacks. Other potential vendors in his area include the community kitchen and a for-profit catering company. Will compares the prices of the three vendors.
8. Will chooses the school food service department and they sign a vendor contract. The school food service department provides sack meals and snacks, which it delivers to the Boys and Girls Club. Transportation costs are kept down by making the Boys and Girls Club a stop on the school's daily delivery route.
9. ISBE conducts a Pre-Operational Review at the Boys and Girls Club site to determine the site's capability and accountability to properly administer CACFP. During the review, the program's CACFP procedures were evaluated to determine that they met the program requirements. Will's review was successful and his approval date was determined.
10. ISBE contacts Will to complete the rest of the application on the internet.
11. Will's after-school program staff is responsible for keeping the sack suppers (and if necessary, the snacks) refrigerated until meal times, serving the meals, taking a meal count, and keeping an attendance roster. Every month the meal counts are tallied and submitted to the state child nutrition agency (ISBE), which then sends the Boys and Girls Club a check based upon the report
12. About fifty children participate in his after-school program so they receive approximately \$24,000 in reimbursement for the meals and snacks each year. The vast majority of the reimbursement is paid to the school for the meals and snacks it provides. Will is allowed to use a maximum of 15 percent of the reimbursement (\$3,600) to cover his administrative costs, but because he provides higher quality meals and snacks, most of his reimbursement covers only the food costs.

CACFP in Action: Greater Chicago Food Depository

Here is a real-life account of a CACFP community partnership:

In Chicago, approximately 1,900 children in 33 after-school programs are receiving CACFP-funded suppers thanks to a partnership between their programs and the Greater Chicago Food Depository's "Kids Café program" — America's Second Harvest's meal service and nutrition education program operated by members of its network of food banks and food-rescue programs.

Most of the after-school programs are located in community centers. Four programs are located in schools where non-profit organizations provide the programming, four programs are in Boys and Girls Clubs, and one is in a YMCA. Sites vary in size from those that serve about 25 children per day to over 125. One thing all the Kids Cafes have in common is that they provide planned and supervised educational and enrichment activities.

The food bank's *Chicago's Community Kitchen's* program, a program that provides job training to unemployed and underemployed adults in Cook County who are committed to gaining entry-level employment in the foodservice industry, prepares the suppers for all locations. The food bank delivers the meals to all the after-school programs. Since attendance rates fluctuate within the programs, one of the challenges is ensuring that the correct number of meals is prepared so that food is not wasted. The program staff tracks participation to better determine how many meals are needed each day. The Food Depository allows kids to have second portions and adult staff to share in the meal although those meals are not funded through CACFP.

Since Illinois is one of the seven supper states, the food bank gets reimbursed at the highest rate for suppers and does not have to individually determine which of the children are eligible for free, reduced-price, or paid meals. As a sponsor, the food bank handles the majority of the paperwork associated with the CACFP program, making it easier for after-school programs to provide needed meals to their participants.

During the summer, the food bank switches to the Summer Food Service Program (*see page 17 for more information*). This summer it will provide meals to over 20 sites. It tailors the type of meal service — whether the program receives breakfasts, lunches, dinners, (but no more than two meals) — to meet the needs of each Kid's Café's summer program.

For more information contact:
Lesley Marcus, Manager of Children's Programs
Greater Chicago Food Depository
4100 W. Ann Lurie Place
Chicago, IL 60632
Phone: (773) 843.2741



CACFP in Action: Common Threads

Here is a real-life account of a program that participates in the CACFP child nutrition program, and incorporates nutrition education in their programming:

Putting It All Together: Cooking, Gardening And Physical Activity After School

In Chicago, Illinois, Common Threads operates after-school and summer programs that include cooking, gardening, and movement in partnership with schools and other non-profit organizations. The children cook and learn about nutrition each day. The program serves about 80 children per week at five sites around the city.

During the school year, the food the children prepare is reimbursed through the Child and Adult Care Food Program, and Common Threads is looking into getting reimbursed during the summer months through the Summer Food Service Program.

In addition to cooking, the children either garden or participate in another physical activity. In the garden, the children plant, water, weed, and harvest the vegetables, which are used in their recipes. The movement activities reinforce the cooking themes. For example, the programs have paired Indian recipes with yoga; South American recipes with Capoeira, a Brazilian martial art; and African recipes with African dance.

For more information contact:
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Common Threads
345 North Canal Suite 1601
Chicago, IL, 60606
Phone: 312.876.1289
Email: linda@ourcommonthreads.org



National School Lunch Program (NSLP) Key Facts

- To be eligible for reimbursement for the After-School Snack program, a school food authority that participates in NSLP must operate the snack program for a school-sponsored after-school program. A school-sponsored program can be operated by a school and can be located on school grounds or elsewhere. It can also be operated by another organization, such as a Police Athletic League, on or off school grounds, if the school sponsors the program. School-sponsored programs usually participate through NSLP unless they want to serve suppers.
- The after-school program must provide educational or enrichment activities in an organized, structured, and supervised environment. Educational or enrichment activities could include arts and crafts, homework assistance, life skills, and computer or remedial education.
- An after-school program qualifies for NSLP in one of two ways: 1) by the location of the program or 2) the income of the children in the program:
 1. If the program is located in a low-income area (where 50 percent or more of the children in one of the schools serving the area are eligible for free or reduced-price school meals) then the program receives the “free” rate of reimbursement (the highest rate) for all of the children in the program.
 2. If the program is not located in a low-income area, reimbursement is based on the household income of the children in the program. The school meal application, collected by the school; which determines whether a child is eligible for free or reduced-price school meals also determines eligibility for snacks. If a child is eligible for free meals during the school day, he or she is also eligible for free snacks after school. This individual determination is more complicated than area eligibility, but is still manageable.
- Children age 18 and under can receive snacks.
- An NSLP after-school program can only serve snacks on school days. Programs operating on weekends or school holidays cannot get reimbursed for snacks through NSLP. During the summer, snacks are not available unless the after-school program takes place after summer school. If there is no summer school, but the program continues to operate during the summer, it can continue to feed children by participating in the Summer Food Service Program or the Seamless Summer Option (*see page 17*).

**For more information contact NSLP staff at:
Illinois State Board of Education (ISBE)
(800) 545-7892
cnp@isbe.net**

Step by Step: Serving Snacks through NSLP

The following is a hypothetical example of a typical experience an after-school program would likely have in applying and starting to participate in the NSLP child nutrition program:

Wilma runs a YMCA, which operates one after-school program at Washington Elementary School and a second after-school program in partnership with McCord Junior High School that takes place at the Y. Wilma learns about the benefits of participating in NSLP at the annual state YMCA conference. Her program is having difficulty serving a nutritious snack each day because of the cost, so she is excited about this funding opportunity.

Here are the steps Wilma takes to start participating in NSLP:

1. When Wilma returns from the conference, she immediately contacts the principal at Washington Elementary, who refers her to the director of the school food service department.
2. The school food service director agrees to provide the snacks for both after-school programs: the one at Washington Elementary and the one at the Y. The Y is located in the service area of Washington Elementary. The food service director checks the percentage of children eligible for free or reduced-price school meals at Washington Elementary and finds that 62 percent of the children are eligible. This means that the school will receive the highest rate of reimbursement for all of the snacks served at both programs. The school food service director then adds the new sites to the After-school Snack Program in their annual electronic application.
3. The school food service staff puts together the snacks each day. At Washington Elementary, the staff leaves them in a cooler for the after-school program, which eases the school food service director's concerns about giving the after-school program access to the kitchen. The snacks for the after-school program located at the Y are delivered in coolers each day by the school food service department.
4. The school food service department trains Wilma's after-school program staff to serve the snack and take meal counts and attendance. If a complete snack is not served, or the small amount of paperwork is not completed, then the snack is not reimbursable and the school loses money.
5. If the school chose not to provide the snacks, Wilma could participate on her own through the Child and Adult Food Care Program (CACFP) (*see page 7*).

NSLP in Action: Berwyn, IL

Here is a real-life account of a program that is participating in the NSLP child nutrition programs:

The Berwyn South School District food service department feeds snacks to approximately 140 children each day through the National School Lunch Program at two after-school programs in the district. The after-school programs provide a combination of academic and recreational activities for the children.

The school food service program contracts with a food vendor for meals and snacks, so it was not hard for them to add after-school snacks to their existing service plan. The vendor handles most of the paperwork and directly receives the reimbursement from the NSLP program. The reimbursement covers most of the cost for the snacks. The vendor sends the program a bill for any costs not covered by the reimbursement.

To make the system run even smoother, the school system purchased a point of service computer-based system. This system helps them track meals and snacks served and the level of reimbursement for which each child is eligible. The system works great and has really cut down on the amount of time and paperwork necessary to administer the program.

Jan Galbraith, the Director of School Improvement for Berwyn South School District, says that the program runs well. There have not been any problems with providing the snacks, mostly because of the relationship between the school cafeteria staff and the after-school program providers. Receiving the snacks from the school's food vendor is a real bonus for the after-school programs because it allows them to feed the children at a low cost without having to plan and prepare meals.

For more information, contact:
Jan Galbraith, Director of School Improvement
Berwyn South School District 100
3401 S. Gunderson Avenue
Berwyn, IL 60402
Phone: (708) 795-2300 ext. 4017



Summer Food Service Program (SFSP) Key Facts

- Organizations must be public or private nonprofit schools, units of local, municipal, county, tribal, or State government, private nonprofit organizations, public or private nonprofit camps, or public or private nonprofit colleges or universities.
- Unlike the rules for feeding children in after-school programs, there is no requirement that any particular type of activities take place at a summer food site. For example, a local park, a swimming pool, or a housing complex could participate in SFSP.
- The physical location or site must fall into one of the following five categories.
 1. Open-must be located in a low-income area (where at least half the children in the area are eligible for free and reduced-price school meals).
 2. Enrolled-must be located in a low-income area or at least half the children in the program must be eligible for free and reduced-price school meals.
 3. Camp-offers a regularly scheduled food service as part of a residential or day camp program.
 4. Migrant-primarily serves children of migrant farm workers.
 5. NYSP-a college or university participating in the National Youth Sports Program.
- Must serve children 18 years of age and under.
- SFSP sponsors can serve multiple sites and even different kinds of sites.
- Programs that are school sponsored may opt for the Seamless Summer Option. This option reduces paperwork and administrative burden, making it easier for school-sponsored after school and summer-only programs to feed children during the summer. If the summer program is an academic summer school, doors must be opened to the community in order to be approved for the SFSP or Seamless Summer Option. Once approved through ISBE, programs can serve meals free of charge to children, 18 years and under, from low-income areas. The meals are reimbursed at NSLP and/or SBP *free* rates. Allowable meals may include breakfast, a.m. snack, lunch, p.m. snack, or supper. Up to two types of meals per day can be reimbursed (three for migrant sites and camps).

**For more information contact SFSP staff at:
Illinois State Board of Education (ISBE)
(800) 545-7892
cnp@isbe.net**

Step by Step: Serving Meals and Snacks through SFSP

The following is a hypothetical example of a typical experience an after-school program would likely have in applying and starting to participate in the SFSP child nutrition program:

John works for the Urbana Parks District and has heard how other park districts in IL have started serving meals to children during the summer. He knows that there is a huge need to provide meals to children when they are out of school and he really wants to find out about how to get reimbursed for serving those meals.*

Here are the steps John takes to start participating in SFSP:

1. John first calls the SFSP coordinator at ISBE to learn more about the program. He tells the ISBE coordinator that he is interested in participating in the program for the following summer.
2. The ISBE coordinator invites him to the next training. Each year in the spring, ISBE conducts several trainings around the state for interested sponsors.
3. John attends a training held in his area. The training gives him a good opportunity for him to meet with other sponsors, ask questions about the program, and to begin developing his strategy for launching the program.
4. John returns from the training and begins to work with other stakeholders in the community to determine the best sites for the program. He decides on three parks located in low-income areas around the community.
5. After John has selected the program sites, he obtains a sponsor application from ISBE. In the application, John describes the sites he wants to serve, provides a proposed budget along with information about his organization's ability to run a food service program for children.
6. John hears from ISBE that he is approved as a sponsor and signs an SFSP agreement with ISBE. This agreement gives tells John his rights and responsibilities and also gives him approval for his initial administrative budget and confirms the approved sites, types of meals, and meal times for the program.
7. John then begins seeking a winning team of staff and volunteers to assist with the administration of the program. He also begins his outreach strategy in order to inform the community and parents about his summer feeding program.

*Schools have the additional option of feeding children through the Seamless Summer Option, which reduces the paperwork and the additional administrative burden of switching to a different program during the summer. Please contact the SFSP ISBE representative for more information.

SFSP in Action: Decatur Park District

Here is a real-life account of a program that is participating in the SFSP child nutrition program:

The Decatur Park District's Summer Feeding Program has been feeding children since 1983. The program feeds hungry youths up to 18 years of age for no charge at 32 sites, with another one to be added in 2006. With 70% of Decatur's elementary students residing at the poverty level, the entire community qualifies for the SFSP program.

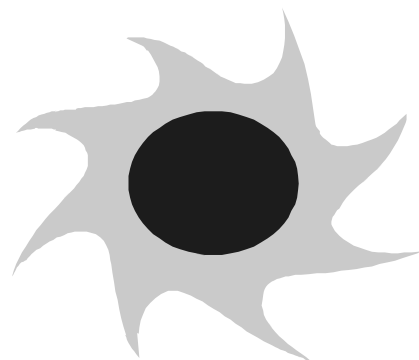
The park district has been extremely successful and has continued to expand the program each year. During 2005, the park district served an astounding 15,278 breakfasts, 32,363 lunches and 20,882 snacks. They also served between 500 and 700 meals each at a series of playground special events with the children in attendance from all 23 supervised parks.

Decatur Park District contracts with a food service vendor that prepares and delivers all of the meals to each of the sites daily. The type of meal service varies depending on the kind of site. Lunches and snacks are served at their 23 playgrounds and three community center sites and breakfast and lunch are served at their six summer school sites. Playground leaders pass out the food at the park sites, while food service workers oversee the meals at the other sites.

The park district has complemented their extensive meal service with many fun and unique activities. They have a summer reading program where the park leaders keep track of the number of books that the children read throughout the summer. The children are rewarded for reading with a swim party at the end of the summer. They also have a series of traveling workshops for the children at each park to enjoy, including: arts and crafts, sports workshops, Chess instruction, nature education, and nutrition education. In addition, the park district holds several community cookouts where funding for the food is provided through the SFSP program.

Karen Benjamin, Director of Recreation for Decatur Park District said that they are thrilled to be able to feed so many youths in the summer months and wouldn't be able to do it without the funding from the Summer Food Service Program. The park district enjoys offering healthy meals to the children of Decatur and is always working with the community to expand and improve the program, so that they can ensure that no child will have to go hungry in the summer months.

For more information, contact:
Karen Benjamin, Director of Recreation
Decatur Park District
620 E. Riverside
Decatur, IL 62521
Phone: (217) 422-8535
Email: kb@decparcs.com



Frequently Asked Questions

1. What if my program wants to provide meals, but is not located in a low-income area?

Your program still has several options to serve meals and/or snacks to children. If children are under age 12, your program can serve meals and snacks and get reimbursed through the CACFP Out of School Hours Program (See page 7 for more information). If your program serves children up to age 18, your program may qualify for reimbursement through the NSLP program (page 13) or the SFSP program (page 17).

These programs reimburse for meals and snacks according to individual eligibility. This means that the program must determine each child's eligibility based on his/her family income. The program will receive different levels of reimbursement (free, reduced, or paid) for each child they serve depending on the child's household income.

2. What if I want to get reimbursed for meals and snacks, but my after-school program does not have an academic component?

Your program can still get reimbursed for snacks and meals if it has an enrichment component. Enrichment activities can include arts and crafts, homework assistance, life skills, and computer or remedial education. If your program does not include any of these components, you can still participate in the SFSP (page 17) and get reimbursed for meals and snacks that you serve to your participants in the summer months.

3. What if my program does not have a kitchen on site? Can I still serve meals and get reimbursed for them?

Yes, you can still serve meals and snacks and get reimbursed for them. Sites that do not have full kitchens can contract with food vendors. Food vendors generally handle all of the meal preparation and delivery.

4. If my program has a full kitchen and we choose not to contract with a food vendor, is it difficult to prepare the meals according to USDA guidelines?

No, most programs do not find it difficult to prepare meals and snacks in accordance with the USDA guidelines. A supper must include milk, two servings of fruits and/or vegetables, grains, and meat/meat alternate. A supper can be as easy as a turkey sandwich, an apple, carrot sticks and milk. A snack only needs to include two of the above components and can be as simple as a glass of milk and an apple, or 100% juice and graham crackers. The nutritional guidelines for snacks and suppers are available on FRAC's website at: www.frac.org/html/building_blocks/nutritionalguidelines.html and sample snack menus are available at www.fns.usda.gov/cnd/CyclesMenu/CycleMenus.htm.

Appendix A-Illinois County Health Departments

Adams County Health Department

333 North Sixth Street
Quincy, Illinois 62301
Office: 217-222-8440
Fax: 217-222-8508

Bond County Health Department

www.gvc.net/~bchd30

503 South Prairie
Greenville, Illinois 62246
Office: 618-664-1442
Fax: 618-664-1744

Boone County Health Department

www.boonecountyil.org

1204 Logan Avenue
Belvidere, Illinois 61008-4031
Office: 815-544-2951
Fax: 815-544-2050

Brown County Health Department

111 West Washington Street
Mt. Sterling, Illinois 62353
Office: 217-773-2714
Fax: 217-773-2425

Bureau County Health Department

526 Bureau Valley Parkway
Perry Plaza
Princeton, Illinois 61356
Office: 815-872-5091
Fax: 815-872-5092
Email: bchdx@theramp.net

Calhoun County Health Department

www.calhouncountyhealth.com

P.O. Box 158
Hardin, Illinois 62047
Office: 618-576-2428
Fax: 618-576-9391

Carroll County Health Department

822 S. Mill Street
Mt. Carroll, IL 61053
Office: 815-244-8855
Fax: 815-244-1227

Cass County Health Department

www.casscohealth.org

331 South Main Street
Virginia, Illinois 62691
Office: 217-452-3057
Fax: 217-452-7245

Champaign County Public Health Department

710 North Neil Street, Box 1488
Champaign, Illinois 61824-1488
Office: 217-352-7961
Fax: 217-352-0126

Chicago Department of Public Health

DePaul Center
333 S. State Street, 2nd floor
Chicago, IL 60604
Office: 312-747-9872
Fax: 312-747-9739

Christian County Health Department

902 West Springfield Road
Taylorville, Illinois 62568
Office: 217-824-4113
Fax: 217-824-4380

Clark County Health Department

997 N. York Street
P.O. Box 266
Martinsville, Illinois 62442
Office: 217-382-4207
Toll Free: 1-888-382-4207
Fax: 217-382-4226

Clay County Health Department

www.healthdept.org
601 East 12th Street
Flora, Illinois 62839
Office: 618-662-4406
Fax: 618-662-2801

Clinton County Health Department

<http://cchd027.mystarband.net>

930-A Fairfax Street
Carlyle, Illinois 62231
Office: 618-594-2723
Fax: 618-594-5474

Coles County Health Department

825 18th Street
P.O. Box 1064
Charleston, Illinois 61920
Office: 217-348-0530
Fax: 217-348-5322

Cook County Department of Public Health

www.cookcountypublichealth.org

1010 Lake Street, Suite 300
Oak Park, Illinois 60301
Office: 708-492-2000
Fax: 708-492-2900

Crawford County Health Department

202 N. Bline Blvd.
Robinson, Illinois 62454
Office: 618-544-8798
Fax: 618-544-9398

Cumberland County Health Department

Box 130
Toledo, Illinois 62468
Office: 217-849-3211
Fax: 217-849-3121

DeKalb County Health Department

<http://dekalbcounty.org>

2550 N. Annie Glidden Road
DeKalb, Illinois 60115
Office: 815-758-6673
Fax: 815-748-2478

DeWitt-Piatt Bi-County Health Department

910 Route 54 East, P.O. Box 518
Clinton, Illinois 61727
Office: 217-935-3427 or 935-8416
Fax: 217-935-4037

Douglas County Health Department

1250 East U.S. Highway 36
Tuscola, Illinois 61953
Office: 217-253-4137
Fax: 217-253-3421

DuPage County Health Department

www.dupagehealth.org

111 N. County Farm Road
Wheaton, Illinois 60187
Office: 630-682-7400
Fax: 630-462-9261

Edgar County Health Department

502 Shaw Avenue
Paris, Illinois 61944
Office: 217-465-2212
Fax: 217-465-1121

Effingham County Health Department

www.co.effingham.il.us/healthdepartment.html

901 West Virginia, P.O. Box 685
Effingham, Illinois 62401
Office: 217-342-9237
Fax: 217-342-9324

Fayette County Health Department
www.fayettehealthdept.org
509 West Edwards, P.O. Box 340
Vandalia, Illinois 62471
Office: 618-283-1044
Fax: 618-283-5038

Franklin-Williamson Bi-County Health Department
www.fwbchd.dst.il.us
120 Express Drive
Marion, Illinois 62959-9808
Office: 618-993-8111
Fax: 618-993-6455

Fulton County Health Department
www.fultoncountyhealth.com
700 East Oak Street
Canton, Illinois 61520
Office: 309-647-1134
Fax: 309-647-9545

Greene County Health Department
310 Fifth Street
Carrollton, Illinois 62016
Office: 217-942-6961
Fax: 217-942-3904

Grundy County Health Department
1320 Union Street
Morris, Illinois 60450
Office: 815-941-3113
Fax: 815-941-2389

Hamilton County Health Department
County Courthouse, Room 5
McLeansboro, Illinois 62859
Office: 618-643-3522
Fax: 618-643-2390

Hancock County Health Department
www.hancockhealth.com
671 Wabash Avenue
P.O. Box 357
Carthage, Illinois 62321
Office: 217-357-2171
Fax: 217-357-3562

Henderson County Health Department
P.O. Box 220
Gladstone, Illinois 61437-0220
Office: 309-627-2812
Fax: 309-627-2793

Henry County Health Department
www.henrystarkcohealthdept.org
4424 U.S. Highway 34
Kewanee, Illinois 61443
Office: 309-852-0197
Fax: 309-852-0595

Jackson County Health Department
www.jchdonline.org
415 Health Department Road
P.O. Box 307
Murphysboro, Illinois 62966
Office: 618-684-3143
Fax: 618-687-1255

Jasper County Health Department
www.jasperhealth.org
106 East Edwards Street
Newton, Illinois 62448
Office: 618-783-4436
Fax: 618-783-4146

Jefferson County Health Department
1 Doctors Park Road, Suite F
Mt. Vernon, Illinois 62864
Office: 618-244-7134
Fax: 618-244-2640

Jersey County Health Department
www.jerseycountyhealth.org
1307 State Hwy. 109
Jerseyville, Illinois 62052
Office: 618-498-9565
Fax: 618-498-3165

Jo Daviess County Health Department
www.jodaviess.org
9483 U.S. Rt. 20 West, P.O. Box 318
Galena, Illinois 61036
Office: 815-777-0263
Fax: 815-777-2977

Kane County Health Department
www.kanehealth.com
1240 North Highland Ave
Aurora, IL 60506
Office: 630-208-3801
Fax: 630-208-5147

Kankakee County Health Department
www.kankakeehealth.org
2390 W. Station
Kankakee, Illinois 60901
Office: 815-937-3565
Fax: 815-937-3568

Kendall County Department of Health & Human Services
811 W. John St.
Yorkville, IL 60560
Office: 630-553-9100
Fax: 630-553-0167

Knox County Health Department
www.knoxcountyhealth.org
1361 W. Fremont Street
Galesburg, Illinois 61401
Office: 309-344-2224
Fax: 309-344-5049

Lake County Health Department
www.co.lake.il.us/health
3010 Grand Avenue
Waukegan, Illinois 60085
Office: 847-377-8000
Fax: 847-360-3656

LaSalle County Health Department
www.lasallecounty.org
717 Etna Road
Ottawa, Illinois 61350
Office: 815-433-3366
Fax: 815-433-9522

Lawrence County Health Department
Physical Address: R.R. #3, Box 414
Mailing Address: P.O. Box 516
Lawrenceville, Illinois 62439
Office: 618-943-3302
Fax: 618-943-3657

Lee County Health Department
www.lchd.com
1315 Franklin Grove Road, Suite 110
Dixon, Illinois 61021
Office: 815-284-3371
Fax: 815-288-1811

Livingston County Health Department
P.O. Box 886
310 E. Torrance Avenue
Pontiac, Illinois 61764
Office: 815-844-7174
Fax: 815-842-2408

Logan County Health Department
www.logancountyhealth.org
109 3rd Street
P.O. Box 508
Lincoln, Illinois 62656-0508
Office: 217-735-2317
Fax: 217-732-6943

Macon County Health Department
www.maconcountyhealth.org
1221 East Condit Street
Decatur, Illinois 62521-1405
Office: 217-423-6988
Fax: 217-423-7436

Macoupin County Health Department
805 North Broad Street
Carlinville, Illinois 62626
Office: 217-854-3223
Fax: 217-854-3225

Madison County Health Department
www.madisoncountyhealthdepartment.org
101 East Edwardsville Road
Wood River, IL 62095
Office: 618-692-8954
Fax: 618-296-7011

Marion County Health Department
www.marioncountyhealthdept.org
118 Cross Creek Blvd.,
Salem, IL 62881
Office: 618-548-3878
Fax: 618-548-3866

Marshall County Health Department
c/o Peoria City/County Health Department
2116 North Sheridan Road
Peoria, Illinois 61604
Office: 309-679-6000
Fax: 309-685-3312

Mason County Health Department
www.masoncohealth.com
Rt. 136 East, P.O.Box 557
Havana, Illinois 62644
Office: 309-543-2201
Fax: 309-543-2063

McDonough County Health Department
www.mchdept.com
505 East Jackson Street
Macomb, Illinois 61455
Office: 309-837-9951
Fax: 309-837-1100

McHenry County Health Department
www.co.mchenry.il.us
2200 North Seminary Avenue
Woodstock, Illinois 60098
Office: 815-334-4510
Fax: 815-338-7661

McLean County Health Department
www.mcleancountyil.gov
200 W. Front Street
Bloomington, Illinois 61701
Office: 309-888-5450
Fax: 309-452-8479

Menard County Health Department
1120 N. 4th Street, Suite A
Petersburg, Illinois 62675
Office: 17-632-7864
Fax: 217-632-7873

Mercer County Health Department
www.mercercountyil.org
1007 Northwest Third Street
Aledo, Illinois 61231
Office: 309-582-3759
Fax: 309-582-3737

Monroe-Randolph Bi-County Health Department
www.egyptian.net/~mrch
2515 State Street
Chester, Illinois 62233-1149
Office: 618-826-5007
Fax: 618-826-5223

Montgomery County Health Department
www.montgomeryco.com/pubhealth.htm
Route 185, P.O. Box 128
Hillsboro, Illinois 62049
Office: 217-532-2001
Fax: 217-532-2089

Morgan County Health Department
www.morgancounty-il.com/health.htm
345 West State Street
Jacksonville, Illinois 62650
Office: 217-245-5111
Fax: 217-243-4773

Moultrie County Health Department
2 West Adams
Sullivan, Illinois 61951
Office: 217-728-4114
Fax: 217-728-2650

Ogle County Health Department
www.oglecountyhealthdepartment.org
907 West Pines Road,
Oregon, Illinois 61061
Office: 815-732-3201, Ext. 247
Fax: 815-732-7458

Peoria City/County Health Department
2116 North Sheridan Road
Peoria, Illinois 61604
Office: 309-679-6000
Fax: 309-685-3312

Perry County Health Department
907 South Main Street
P.O. Box 49
Pinckneyville, Illinois 62274
Office: 618-357-5371
Fax: 618-357-3190

Putnam County Health Department
c/o Bureau County Health Department
Perry Plaza
526 Bureau Valley Parkway
Princeton, Illinois 61356
Office: 815-872-5091
Fax: 815-872-5092

Rock Island County Health Department
www.co.rock-island.il.us
2112 - 25th Avenue
Rock Island, Illinois 61201
Office: 309-793-1955
Fax: 309-794-7091

Sangamon County Department of Public Health
www.scdph.org
2501 North Dirksen Parkway
Springfield, Illinois 62702
Office: 217-535-3100
Fax: 217-535-3104

Schuyler County Health Department
227 South Liberty Street, P.O. Box 320
Rushville, Illinois 62681
Office: 217-322-4373
Fax: 217-322-2138

Scott County Health Department
335 W. Cherry,
P.O. Box 115,
Winchester, IL 62694
Office: 217-742-8203
Fax: 217-742-8304

Shelby County Health Department
www.shelbyhealth.net
1700 West South Third Street
R.R. #2, Box 54
Shelbyville, Illinois 62565
Office: 217-774-9555
Fax: 217-774-2355

St. Clair County Health Department
www.scchd.org
#19 Public Square - Suite 150
Belleville, Illinois 62220
Office: 618-233-7703
Fax: 618-233-7713

Stark County Health Department
www.henrystarkcohealthdept.org
4424 U.S. Highway 34
Kewanee, Illinois 61443
Office: 309-852-3115
Fax: 309-852-0595

Stephenson County Health Department
www.co.stephenson.il.us/health
10 W. Linden Street
Freeport, Illinois 61032
Office: 815-235-8271
Fax: 815-232-7160

Tazewell County Health Department
www.tazewellhealth.org
21306 Illinois Route 9
Tremont, Illinois 61568-9252
Office: 309-925-5511
Fax: 309-925-4381

Vermilion County Health Department
www.vchd.org
200 South College Street
Danville, Illinois 61832
Office: 217-431-2662
Fax: 217-431-7483

Wabash County Health Department
130 West Seventh Street
Mt. Carmel, Illinois 62863
Office: 618-263-3873
Fax: 618-262-4215

Washington County Health Department
www.county.washington.k12.il.us/health_dept/main.html
177 S. Washington St.
Nashville, Illinois 62263
Office: 618-327-3644
Fax: 618-327-4229

Wayne County Health Department
405 N. Basin Rd.
Fairfield, Illinois 62837
Office: 618-842-5166
Fax: 618-842-3305

Whiteside County Health Department
www.whiteside.org
18929 Lincoln Road
Morrison, Illinois 61270-9500
Office: 815-772-7411 ext. 16
24 hour: 815-772-4213
Fax: 815-772-4723

Will County Health Department
501 Ella Avenue
Joliet, Illinois 60433
Office: 815-727-8485
Fax: 815-727-8484

Winnebago County Health Department
www.wchd.org
401 Division Street
Rockford, Illinois 61104
Office: 815-720-4000
Fax: 815-720-4203

Woodford County Health Department
www.woodfordhealth.org
109 South Major
Eureka, Illinois 61530
Office: 309-467-3064
Fax: 309-467-5104

Appendix B-Additional Resources

Chicago Partnership for Health Promotion (CPHP)
UIC-Division of Community Nutrition
845 S. Damen Avenue (M/C 802)
Chicago, IL 60612
Phone: 312-996-8250
www.cphp.uic.edu

*CPHP represents a network of partnerships organized to support community based interventions to improve nutrition and reduce disparities in outcomes associated with nutritional diseases including obesity and malnutrition.

Consortium to Lower Obesity in Chicago Children (CLOCC)

2300 Children's Plaza Box #157
Chicago, IL 60614
Phone: 312-573-7760
Fax: 312-573-7825
info@clocc.org
www.clocc.org

*CLOCC is a nationally recognized consortium that brings together hundreds of organizations and individuals to confront childhood obesity in Chicago. CLOCC fosters and facilitates connections between researchers; public health advocates and practitioners; corporations; policymakers; and children, families, and communities.

Illinois After-school Partnership (IASP)
70 E. Lake Street, Suite 720
Chicago, IL 60601
Phone: 312-986-9200
Fax: 312-922-2277
iasp@icvp.org
www.illinoisafterschool.net

*IASP is co-chaired by the Illinois Department of Human Resources and the Illinois State Board of Education, and is coordinated by the Illinois Center for Violence Prevention. The Partnership is working to ensure high quality after-school programs are available for all interested children and youth in Illinois.

Illinois Hunger Coalition
205 West Monroe, 3rd Floor
Chicago, IL 60606
Phone: 312-629-9580
Fax: 312-629-3514
<http://www.ilhunger.org>

*The mission of the Illinois Hunger Coalition seeks to alleviate and end hunger and its underlying causes through public education, community organizing and advocating for progressive public policies.

Illinois State Board of Education (ISBE)
Nutrition Programs
100 North First Street
Springfield, IL 62777
Phone: 800-545-7892
Fax: 217-524-6124
cnp@isbe.net
<http://www.isbe.state.il.us/nutrition/default.htm>

*ISBE administers all of the federal Child Nutrition Programs for the state of IL. They provide information about the programs and offer technical assistance to those programs that wish to enroll.

Food Research & Action Center (FRAC)
1875 Connecticut Ave., NW
Suite 540
Washington, DC 20009
Phone: 202-986-2200
Fax: 202-986-2525
www.frac.org

*FRAC is a leading national organization working to improve public policies to eradicate hunger and undernutrition in the United States. Founded in 1970 as a public interest law firm, FRAC is a nonprofit and nonpartisan research and public policy center that serves as the hub of an anti-hunger network of thousands of individuals and agencies across the country.

University of Illinois Extension
Nutrition and Wellness Team
520C Bevier Hall
905 S Goodwin Ave MC-184
Urbana, IL 61801
Phone: 217-244-2855
Fax: 217-244-2861

*The U of I Extension is the flagship outreach effort of the University of Illinois at Urbana-Champaign, offering educational programs to residents of all of Illinois' 102 counties – and far beyond. Through learning partnerships that put knowledge to work, U of I Extension's programs are aimed at making life better, healthier, safer and more profitable for individuals and their communities. U of I Extension's Nutrition and Wellness Team provide nutrition education and food security to communities and individuals in IL

Illinois After-school Partnership (IASP)

70 E. Lake Street, Suite 720

Chicago, IL 60601

Phone: 312-986-9200

Fax: 312-922-2277

iasp@icvp.org

www.illinoisafterschool.net