

Summer Meals for Kids
in Virginia

**2009 Guide for
Preparation of the
Application
for
Sponsorship**

*Mid-Atlantic Regional Office
Food and Nutrition Service
U.S. Department of Agriculture
Mercer Corporate Park
300 Corporate Boulevard
Robbinsville, New Jersey 08691-1598*

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Revised December 2008



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INTRODUCTION

We thank you for your continuing interest in the Virginia Summer Food Service Program (SFSP). Application materials for 2009 SFSP operations in Virginia are provided in this Guide. Please review all the enclosed information and refer to it when completing the application and associated forms.

For the 2009 season, applications are due in this office by **Friday, May 8, 2009**. To aid you in the approval process for the 2009 SFSP, we have provided a checklist (see **Sponsor Application Requirements & Checklist** at page 3) of the documents that prospective sponsors must complete and return. We suggest you utilize the enclosed checklist to ensure that all necessary forms have been accounted for and that all have original signatures before you mail the materials to this office. You should check off each item on the checklist as it is completed and, when finished, pack the checklist along with the application materials (make sure you keep copies of everything in your files). Upon completion, your application should be sent to:

Summer Meals for Kids
USDA, Food & Nutrition Service
Mercer Corporate Park
300 Corporate Boulevard
Robbinsville, New Jersey 08691-1598

NEW IN 2008!!! Our computer system is now **available for on-line application** beginning summer 2008. We are approaching the development of the Internet capability in stages.

- For **initial application** this summer, data from the previous year is already in the computer, so all you'll have to do is update the existing information for 2009.
- We are continuing to develop our system to enable sponsors to make updates on-line, also. For now, however, if you wish to make **updates** to your application following initial application and approval, you must still submit updates to this office in some **written form** (e.g., letter, fax or e-mail). **All updates must be approved by USDA to be effective, so you have to notify us when changes are made.**

If you've already received approval to process your *Claims* on line, you already have access to our computer system. **However, even if you did your Application or Claims on line in 2008, you will need to have your password re-set for 2009 because passwords expire after 120 days, if not used.**

If you haven't already received approval to process *Claims* on line, NOW is the time to start in preparation for 2009.

If you have any questions or needs related to access to our system via the Internet, you should call the **ROAP* Help Desk at (609) 259-5129** of our Financial Management staff.

* ROAP = Regional Office Administered Program

PREVIOUSLY PARTICIPATING SPONSORS - For those of you that participated as sponsors last year, the *Applications* and *Site Information Sheets* are **preprinted** with much of the information you submitted last year. You will notice that there are some fields that we have purposely left blank that you will have to complete anew each year. You should complete the blank fields and carefully review the preprinted fields to make certain they are up-to-date. If you make any changes to the preprinted fields, please write over the preprinted information in **RED** so it will be obvious to our reviewers.

The same holds true for the *Site Information Sheets*. There should be one site sheet for each site (or camp session) that participated last year that you must review and update. This means that you should only have to **fully** complete a *Site Information Sheet for new sites only*. If a site will not be returning, just mark that it has been "**cancelled**" on the face of the preprinted *Site Information Sheet* so we know to remove it from our database.

NEW SPONSORS - Of course, for new sponsor organizations, the application forms will be completely blank, since we have no previous information regarding participation as an SFSP sponsor.

Enclosed with this booklet are the following:

- **AGREEMENT BETWEEN SPONSOR AND USDA** - The *Agreement* is comprehensive and contains the basic regulatory requirements as contractual provisions. The *Agreement* still requires an **ORIGINAL SIGNATURE**, of course.
- **SPONSOR APPLICATION FOR PARTICIPATION** - They are preprinted for all previously participating sponsors. Instructions are provided. On-line updating of initial sponsor application is encouraged to speed application approval.
- **SITE INFORMATION SHEET(s)** - They are preprinted for all previously participating sites. Instructions are provided. On-line updating of initial site applications is encouraged to speed application approval.

Assistance on completing the application materials can be provided following the *Basic Summer Meals Training* sessions being conducted this year. If you wish to receive additional assistance with the application materials, please contact our office with any questions you may have. If necessary, we can make arrangements for staff from one of our Field Offices to contact you.

We have updated this *Guide* again for the 2009 season. All changes have been highlighted with shading.

IMPORTANT NOTICE

When your application is approved, we will send you a printout of a spreadsheet that indicates the PROJECTED amount of reimbursement you can expect to receive for 2009.

PLEASE remember that the figures on the spreadsheet, and any budget approval figures we will give you, are merely *PROJECTIONS* of what you can expect to receive in reimbursement based on your projections of average daily participation, the number of meals you expect to serve, and the number of days you expect to operate at each feeding site.

SPONSOR APPLICATION REQUIREMENTS & CHECKLIST

Please make sure that the following information has been completed and included among those documents submitted for application approval; check off those items that have been completed and are being returned to USDA. **At least one copy of each form should be included, except where indicated. Those forms that require a signature must have an original signature.**

- Two signed copies of the *USDA/Sponsor Agreement* (included); BOTH must have original signatures.** One copy will be returned with our approval letter.
- One copy of the *Sponsor Application Form* (included) with original signature.** A computer-generated copy with all data from your submission will be returned with our approval letter.

OR

- Check here if you completed your *Sponsor Application Form* on line.
- One copy of the *Site Information Sheet* (included) for each site.**

OR

- Check here if you completed your *Site Information Sheet*s on line.

[**Camps:** Remember that you must submit a **separate *Site Information Sheet* for each camp session.** You must provide information relative to each separate camp session.]

- A completed form to us regarding how you are meeting the **Federal Audit Requirements**. Included at **Attachment A** is a discussion of the **Federal Audit Requirements** and a copy of a form to complete and send us. **New sponsors need not submit because they did not receive SFSP reimbursement last year.**
- A copy of the [actual or proposed] letter to the appropriate **health department** advising of your intention to serve meals at specified locations with the dates and times of that service.
- A copy of the **Meal Pattern Exception Form** (included as **Attachment C**), only if you are going to use a meal pattern other than the standard SFSP meal pattern (e.g. National School Lunch or Child Care Program meal patterns). **Public schools sponsors that participate in the NSLP during the school year need not submit this form.**
- A copy of the **Waiver for the Required First-Week Site Monitoring Visits** (included as **Attachment D**), only if you are a previously participating sponsor and wish to apply for this waiver.
- A copy of the **Waiver for Flexibility of Time Restrictions on Meal Service** (included as **Attachment E**), only if you are a previously participating sponsor and wish to apply for this waiver.
- A copy of your proposed **media release**.
- Training Certification** form, but only if you are **not attending** one of the Basic SFSP Training sessions.

SPECIAL REQUIREMENTS

SPONSORS BUYING MEALS FROM SCHOOLS ONLY!

- One copy of the *contract* for sponsors that plan to use a school food authority to provide meals, provide the proposed agreement.

SPONSORS BUYING MEALS FROM COMMERCIAL VENDORS ONLY!

- One copy of the proposed *food service management contract* for sponsors contracting with a commercial meal vendor if the anticipated program size will be under \$10,000. If the contract will exceed \$10,000, also attach a copy of the wording to be used in the summary of the invitation to bid, and indicate the planned date, time and place of the bid opening.

For additional information about FSMC contracts, please refer to Pages 92 and 101 of the 2009 Sponsor Administrative Guidance.

NEW SPONSORS ONLY!

- One copy of the completed pre-award *Civil Rights Questionnaire*.
- Two signed copies of the *Free-and-Reduced-Price Policy Statement* with original signatures.
- Two signed copies of the *Certification Regarding Lobbying; and Disclosure of Lobbying Activities* with original signatures.
- Two signed copies of the *Certification Regarding Drug-Free Workplace* form.

NEW PRIVATE NONPROFIT SPONSOR ORGANIZATIONS ONLY!

- One copy of your *notice of tax-exempt status* from the U.S. Internal Revenue Service. ALL private nonprofit organizations must submit a letter of determination from the U.S. Internal Revenue Service (IRS) certifying that they are tax exempt under the IRS code of 1954 Section 501(c)(3).

Note: church sponsors are not required to provide Federal tax-exempt documentation; however, they are required to provide proof of State non-profit status.

Note: The Agreement forms and Policy Statements require original signature. For other forms, if you faxed to USDA, you need not mail copies.

ASSISTANCE

If you have any questions about completing the application you may contact the following SFSP staff:

- **Alan Crane** (609) 259-*5134*
SFSP Senior Program Specialist
Virginia State SFSP Coordinator
e-mail address alan.crane@fns.usda.gov
- **Joyce Rouba/SFSP Program Specialist** (609) 259-*5136*
e-mail address joyce.rouba@fns.usda.gov
- **FAX** (609) 259-*5196*
- **Toll-Free Telephone** 1-800-448-USDA

You may also contact one of our Field Offices (below) that services Virginia for assistance:

- **RICHMOND FIELD OFFICE** - Irene Goins
TEL: (804) 287-1710
FAX: (804) 287-1726
- **NORFOLK SATELLITE OFFICE** - Donna Buttles
TEL: (757) 441-3570
FAX: (757) 441-3571

ATTACHMENTS

A. Federal Audit Requirements

B. Sample Press Releases

B-1 *Open Sites*

B-1 *Enrolled Sites and Camps*

C. Meal Pattern Exception Form

D. Waiver for the Required First-Week Site Monitoring Visits

E. Waiver for Flexibility of Time Restrictions on Meal Service

FEDERAL AUDIT REQUIREMENTS

This is not applicable to NEW sponsors.

Public and private nonprofit organizations (PNOs) that receive and expend Federal financial assistance (FFA) must comply with the requirements for audits as specified in the SFSP Regulations. FFA is the total combination of Federal funds and assistance received from **all** Federal agencies, *including* the value of USDA commodity assistance. Since reimbursement earned for the Child Nutrition Programs makes a sponsor whole for expenses already incurred, the amount expended is the amount of reimbursement received as documented on the reimbursement form.

- **Sponsors** (whether public or PNO) **expending under \$500,000 in total FFA in a fiscal year are *NOT* required to have an audit conducted.**
- **Sponsors** (whether public or PNO) **expending \$500,000 or more in FFA *MUST* obtain an audit.** If the FFA is expended from only one program, the sponsor may obtain **either** a program-specific audit **or** an organization-wide audit. Sponsors expending total FFA of \$500,000 or more from more than one program **must** obtain an organization-wide audit.

[NOTE: OMB Circular A-133 was amended to increase the audit threshold from \$300,000 to **\$500,000** for fiscal years ending after December 31, 2003.]

The State administering agency must determine and identify which sponsor organizations must meet the audit requirements and which must submit a copy of their audit report. In Virginia, this involves conducting a survey each year through the application process. Therefore, **ALL SPONSORS MUST SUBMIT A LETTER WITH THEIR 2009 APPLICATION PACKAGE DOCUMENTING EITHER:**

- 1) **Compliance with the audit requirement** [*we have attached a sample audit compliance letter to assist you in composing your own letter*];

OR

- 2) **That your organization is NOT subject to the audit requirement because it has expended below \$500,000 in FFA.**

Reminder: *When an organization-wide audit is performed, the full cost of the audit cannot be paid with SFSP administrative funds. However, a percentage that represents the SFSP portion may be assessed as a Program cost, if the cost was approved in the administrative budget.*

Federal Financial Assistance (FFA) *	Only One Program	More Than One Program
Under \$500,000 ($<$ \$500,000)	No audit requirement	No audit requirement
\$500,000 or more ($=$ or $>$ \$500,000)	Organization-wide audit <i>or</i> an audit of only that one Program	Organization-wide audit

SUMMER MEALS for KIDS in VIRGINIA

2009 AUDIT QUESTIONNAIRE

This questionnaire should be completed by sponsors that operated a Summer Food Service Program during 2007.

NAME OF SPONSOR _____

ADDRESS _____

PHONE _____

(Check appropriate box.)

GOVERNMENT *NON-GOVERNMENTAL*

Did your agency expend \$500,000 or more in total **federal** funds from **all** sources during the fiscal year ending September 30, 2007?

YES, I expended \$500,000 or more in total federal funds.

NO, I am exempt from audit. (If you checked NO, please do not send audit.)

If "YES", please explain what arrangements have or will be made for an independent audit of the agency for the fiscal year ending 2006. If your agency has a 2006 audit report that is not on file at our office, ***please forward a copy or forward when obtained.***

Signature and Title of Person Completing Questionnaire

Date

**Sample News Release
Open Sites**

The _____ (name of sponsor) _____ is participating in the Summer Food Service Program. Meals will be provided to all children without charge. Acceptance and participation requirements for the Program and all activities are the same for all regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service. Meals will be provided at the sites and times as follows: [list all sites and the starting and ending times of meal service for each site]

To file a complaint of discrimination, write or call immediately to:

USDA
Director, Office of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(800) 795-3272 or (202) 720-6382 (TTY)

USDA is an equal opportunity provider and employer.

**Sample News Release
Enrolled Sites and Camps**

The _____ (name of sponsor) _____ is participating in the Summer Food Service Program. Meals will be provided to all eligible children free of charge. (To be eligible to receive free meals at a residential or non-residential camp, children must meet the income guidelines for reduced price meals in the National School Lunch Program. The income guidelines for reduced price meals by family size are listed on the next page.) Children who are part of households that receive foods stamps, or benefits under the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance to Needy Families (TANF) are automatically eligible to receive free meals.

Acceptance and participation requirements for the Program and all activities are the same for all regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service. Meals will be provided at the sites and times as follows: [list all sites and the starting and ending times of meal service for each site]

To file a complaint of discrimination, write or call immediately to:

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SUMMER MEALS for KIDS in VIRGINIA
INCOME ELIGIBILITY GUIDELINES

JULY 1, 2008 - JUNE 30, 2009

Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1.....	\$19,240	\$1,604	\$802	\$740	\$370
2.....	25,900	2,159	1,080	997	499
3.....	32,560	2,714	1,357	1,253	627
4.....	39,220	3,269	1,635	1,509	755
5.....	45,880	3,824	1,912	1,765	883
6.....	52,540	4,379	2,190	2,021	1,011
7.....	59,200	4,934	2,467	2,277	1,139
8.....	65,860	5,489	2,745	2,534	1,267
For each additional family member add	6,660	555	278	257	129

MEAL PATTERN EXCEPTION FORM

You must complete this form if your organization plans to serve meals outside of the standard Summer Food Service Program (SFP) meal pattern. You must receive our permission before you implement any of the options described below.

Exceptions are given for one or more of the following reasons:

1. **Vended Sponsors - Exception Requested for Service of Unitized Meals** - A vended sponsor may be granted an exception to the rule that, for sites of vended sponsors all meal components (except milk and juice) must be packaged, delivered and served as a unit.
2. **Smaller Portions** - A sponsor **MAY** serve smaller portions of food to participating children under six years of age and **MUST** use a special infant meal pattern for children under one year old. The sponsor must meet the meals pattern requirements for younger children established by the Child and Adult Care Food Program (CACFP). Sponsors wishing to serve smaller portions must demonstrate to FNS that they can control portion sizes and can ensure that the variations in portion size are in accordance with the age levels of the children being served. Please describe below your experience in serving smaller portions to younger children and why you believe this exception would be beneficial to your programs.

If your meal pattern exception is based on **exception #2**, you will be sent a copy of the CACFP meal pattern.

3. **Use of Nonfat Dry Milk** - A sponsor may serve nonfat dry milk to children if, based on the activity the children will be participating in, the service of fluid milk would be impracticable and the meal service would be in a location where fluid milk is unavailable. An example of such activity could be a camping field trip to an area where it would be difficult, if not impossible, to bring and store fluid milk. When nonfat dry milk is used, the sponsor must ensure that the nonfat dry milk will be reconstituted at normal dilution and under sanitary conditions consistent with State and local health regulations. If given permission for a meal pattern exception based on **exception #3**, the sponsor is still required to get permission for field trips from USDA.
4. **Substitutions for Medical or Special Dietary Reasons** - On a case-by-case basis, a sponsor **must** make meal substitutions for medical or special dietary reasons for children with a disability and **may** make meal substitutions for medical or special dietary reasons for children without a disability.

For participants who are disabled, the sponsor shall provide substitutions in foods only when a statement signed by a physician licensed by the State identifies: (1) the child's disabling condition and an indication that the disability restricts the child's diet; (2) the major life activity affected by the disabling condition; and (3) the food or foods to be omitted from the child's diet and the food or choice of foods that may be substituted.

For participants who are not disabled, the sponsor may provide substitutions in foods only when a statement signed by a recognized medical authority (e.g., physician, physician assistant or nurse practitioner) includes: (1) an indication that the medical or other special dietary need restricts the child's diet; and (2) the food or foods to be omitted from the child's diet and the food or choice of foods that may be substituted.

If you believe you will need to make substitutions to the meal pattern based on **exemption #4**, a copy of *FNS Instruction 783-2*, which contains more information, will be sent to you.

5. **Variation in Meal Requirements for Seventh Day Adventist Institutions** - Sponsors of Seventh-day Adventist schools and institutions may use meat analogues (plant protein products at the 100 percent level) to meet the meal/meat alternate component of the SFSP meal pattern. If your meal pattern exception request is based on **exemption #6**, you will be sent a copy of *FNS Instruction 783-14* which provides more information.
6. **Variations in Meal Requirements for Jewish Schools and Institutions** - Sponsors of Jewish schools and institutions may be exempted from the meal pattern requirement that milk be served with all lunches and suppers. There are three options these sponsors may choose from. Camp sponsors can choose one of the three options and are encouraged to use **Option 3**. All other sponsors can use only option one. The options are:

Option 1 - The sponsor must serve an equal amount of full-strength juice in place of milk with lunch or supper.

Option 2 - The sponsor must serve milk at an appropriate time before or after the meal service period, in accordance with applicable Jewish Dietary Laws.

Option 3 - The sponsor must serve the juice component that would be part of a supplement (snack) with lunch or supper, and serve the milk component that would be part of lunch or supper with the supplement (snack).

OPTION _____.

7. **Meals Prepared by a School District** - Some sponsors may serve meals that meet the National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal patterns, rather than the SFSP meal patterns. If the sponsor is a school district or is a non-school sponsor, but purchases its meals from a school district, it can serve meals meeting the same meal patterns that were used in the NSLP and SBP during the school year. If you would like to serve meals using the NSLP or SBP meal patterns, check the appropriate box below. Note that the school sponsor or vendor that wants to use this option must use the **SAME EXACT** meal patterns during the summer that it used during the past school year.

Types of school meal patterns that are used during the school year and will continue to be used during the summer and which meal these meal patterns are used.

- | | | | |
|--|------------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Nutrient Standard Menu Planning (NSMP or NuMenus) | <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch | <input type="checkbox"/> Supper |
| <input type="checkbox"/> Assisted Nutrient Standard Menu Planning | <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch | <input type="checkbox"/> Supper |
| <input type="checkbox"/> Enhanced Food Based Menu Planning | <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch | <input type="checkbox"/> Supper |
| <input type="checkbox"/> Traditional school food based meal pattern | <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch | <input type="checkbox"/> Supper |

8. **Offer versus Serve** - This option is available only for school sponsors. At school sites, the exact same offer versus serve procedures used at the school site during the past school year must also be used during the summer, e.g. if an elementary school allows children to refuse only one item during the school year, that particular elementary school summer site must follow the same offer versus serve procedure during the summer.

- All our sites use "Offer vs. Serve" for all breakfasts and lunches served and the number of components a child may refuse is the same for all sites: The maximum number of components a child can refuse for each meal type is:

Breakfast # _____ Lunch # _____ Supper # _____

If the number of components a child can refuse is not the same for all sites, attach a sheet listing each for each site, the site name, and for each meal type, the number of components a child can refuse.

SPONSOR MEAL PATTERN EXCEPTION

I would like permission to use a meal pattern different from the standard SFSP meal pattern. I am requesting exception number(s) _____.

I understand that if I am given permission to use a different meal pattern, I am still responsible for meeting all the other requirements of the SFSP Regulations, Instructions, Handbooks, and Food Buying Guide etc. concerning what constitutes a reimbursable meal.

Signature of Sponsor Representative		
Sponsor Organization		Date

<i>For FNS ONLY</i> FNS REVIEW OF MEAL PATTERN EXCEPTION REQUEST		
	<i>[circle one]</i>	
Meal Pattern exception:	APPROVED	DENIED
Reason, denied:		

Signature of USDA official	Date

Waiver for the Required First-Week Site Monitoring Visits

Any experienced SFSP sponsor, having sites with experienced staff and no significant operational problems in the prior year, may submit a request to our office for a waiver of the required first-week *visit* at well-run, experienced sites. Our office may waive this requirement as appropriate, for one year with the possibility of renewals on a site-by-site basis. This action is consistent with USDA's effort to streamline administrative requirements in, and expand access to, the SFSP. **You must receive approval PRIOR to implementing the changes allowed under this waiver.**

As you know, the SFSP regulations require all sponsors to "visit each of their sites at least once during the first week of operation under the Program and . . . [to] promptly take such actions as are necessary to correct any deficiencies." The purpose of this requirement is to ensure that SFSP sponsors are aware of operational problems at sites at the beginning of the Program, and can take action to correct such problems before they result in the establishment of a fiscal claim against the sponsor.

Experienced food service workers operate more smoothly from one year to the next while other sites, including those with new or less experienced staff, have more problems in administering SFSP. USDA has concluded that waiving the first-week visit requirement at well-run, experienced sites sponsored and operated by the same staff from year to year allows the SFA to devote more time to training and monitoring activities during the first-week visits they conduct at other sites with less experienced employees or less successful programs.

Our references to "experienced" staff in this memorandum are intended to denote "experienced" sponsors and staff who are generally skillful, capable individuals who operated a well-run SFSP in prior years. Experienced sponsors requesting this waiver must ensure that all sites operating under this waiver performed without significant operational problems in the preceding year and are staffed by experienced personnel.

To apply for a waiver of first-week visits, you must complete this Attachment and return it to our office with your application.

SUMMER MEALS FOR KIDS IN VIRGINIA

Request for Waiver for First-Week Site Monitoring Visits for 2009

Sponsor Organization Name		SFSP Agreement Number
Name of Contact Person (PRINT)	Phone Number	
Signature of Contact Person	Date	

Location of Site	Name of Site Supervisor	Years of Experience with SFSP	Any Operational Problems in 2007 at this site?	USDA Waiver Approval <small>(This column to be completed by USDA.)</small>
1.				
2.				
3.				
4.				
5.				

* *Duplicate this page if you need more.*

Waiver for Flexibility of Time Restrictions on Meal Service

As you know, Summer Food Service Program (SFSP) regulations require that at least three hours elapse between the beginning of one meal service and the beginning of another (or four hours between lunch and supper when a migrant or day camp site serves lunch and supper, with no afternoon snack between the two meals). The duration of meal service is limited to two hours for lunch and supper and one hour for all other meals. **We now have the authority to approve changes in the length of time between meal services and the duration of meal services in special cases.**

Since these restrictions may impose barriers to participation for some feeding sites in the SFSP, USDA is allowing reasonable variances from the meal service requirements to accommodate *unique circumstances*. For example, a school sponsor may wish to serve SFSP meals on the same schedule that it serves meals during the school year under the National School Lunch Program, a program that has different meal service requirements than SFSP. Another site may serve breakfast at 9:00 am and lunch at 12:00 pm. Buses are scheduled to pick the children up at 12:15 pm. In this situation, we may allow the site to begin lunch service at 11:45 am to give the children more time to eat.

Sponsors that are interested in serving SFSP meals that vary from the normal requirements must first receive approval from our office. Sponsors need to justify their need for flexibility in the SFSP meal service requirements and submit such documentation to us with their request. We will approve requests that are reasonable and continue to support USDA's efforts to minimize abuses of SFSP funds and plate waste (i.e., well-spaced meal services). Approvals will be made on a case-by-case basis.

To apply for a waiver for timeframes, you must complete this Attachment and return it to our office with your application.

SUMMER MEALS FOR KIDS IN VIRGINIA

Request for Waiver for Meal Timeframes for 2009

Sponsor Organization Name	SFSP Agreement Number
Name of Contact Person (PRINT)	Phone Number
Signature of Contact Person	Date

Location of Site	Current Serving times	Timeframe Requested	Justification	USDA Approved <small>(This column to be completed by USDA.)</small>
1.	B - S - L - S - D -	B - S - L - S - D -		
2.	B - S - L - S - D -	B - S - L - S - D -		
3.	B - S - L - S - D -	B - S - L - S - D -		

* Duplicate this page if you need more.