



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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YMCA FOOD PROGRAM

SFSP SITE APPLICATION

Please E-mail this form to: HCharbonneau@SaginawYMCA.org
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SUMMER FOOD SERVICE PROGRAM (SFSP) SITE AND SITE CONTACT INFORMATION:

Site Name: _____ Address: _____

Site Contact Name: _____

Phone: _____ Email: _____

Closest public school: _____ Miles from site: _____

Age Range of children participating: _____ years to _____ years

How many children does your site anticipate on a daily basis and what is the max? _____

Days program operate Monday Tuesday Wednesday Thursday Friday

Times program operate: _____

Program start date: _____ Program end date: _____

Do you have refrigeration? Yes No Earliest time you can take a delivery: _____

Program Capacity: _____

Is your program enrollment based or drop in? Enrollment Based Drop In

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Indoor site Outdoor site

If an outdoor site do you have an alternative for bad weather? Yes No

If yes, where? Name _____ Address _____

Please select if you are interested in: Lunch and Snack Lunch Only Breakfast and Lunch

Time frame you plan to serve the meals: _____

Time frame you plan to serve the snacks: _____

This is an agreement between the YMCA of Saginaw and _____
(agency/program name) to operate the Summer Food Service Program (SFSP).

THE ABOVE MENTIONED AGENCY/PROGRAM AGREES TO THE FOLLOWING TERMS AND CONDITIONS:

- Use and serve the nutritional meals prepped and delivered from the YMCA under the SFSP for on-site feeding or pre-approved alternate locations (such as field trips) in the program.
- Maintain appropriate and secure storage for all food and supplies.
- Maintain, in meal service area, a handwashing facility or hand sanitizer.
- Ensure the safe and proper handling of food, which conforms to all local, state, and federal regulations.
- If unlicensed, meet local/state health, safety, and fire inspections.
- Serve meals to children ages 1-18. Feeding anyone above 18 could result in the removal from the program.
- Serve meals only at the approved times.
- Complete all necessary forms required by the SFSP program.
- Submit completed, signed and dated 'meal attendance' forms to your delivery driver/monitor.
- Notify YMCA of Saginaw of any changes in regard to program site. This includes field trips, and requires 1 week advanced notice. Children can only be fed at approved sites.
- Allow YMCA and other state and federal officials the right to review the site, to observe meal service and review records during the hours of operation. These reviews may be announced or unannounced. If, during the review, the site is out of compliance with this contract, the next review will be unannounced.
- Agency agrees to comply with all of the procedures authorized by the SFSP.
- Agency must be able to receive and refrigerate meals to be used for next days service if they wish to hold any extra meals or serve breakfast.
- Agency will serve all components included in every meal for every meal service.
- Any meal that is deemed non-reimbursable because of agency non-compliance with SFSP regulations will be billed for the cost of the lost meals.
- Use all USDA non-discrimination statement on all printed materials and websites that mention meals and snacks.
- Ensure staff and volunteers, with direct contact with children pass a national background check. Agency is responsible for background checks to be on file for all staff and volunteers at the site. Agency may be asked for documentation of staff background checks as part of the review.

THE YMCA OF SAGINAW AGREE TO:

- Create a cycle menu and secure food, for service through the SFSP, to be used at the site.
- Ensure that meals provided follow the SFSP meal patten requirements.
- Annually train site staff on the rules and regulations of the SFSP and all record keeping, food storage and safety, and food service procedures, as well as civil rights.
- Be responsible for all pre-operational reviews, site monitoring, and technical support with regard to paperwork.
- Make initial delivery of all food and supplies used for SFSP to pre-determined sites in Saginaw County.
- Act as primary administrator for the SFSP, ensuring that all necessary paperwork is submitted to the USDA for handling reimbursements.
- Maintain proper records to ensure sites are receiving correct amount of meals.
- Perform a meal count reconciliation at each monitoring visit.
- Show photo identification that demonstrates they are employees of the YMCA during site reviews.
- Propose to terminate this agreement for cause, if the site fails to comply with SFSP regulations.

YMCA Staff Signature: _____

Date _____

Site Contact Signature: _____

Date _____

