



CITY OF ATLANTA

KASIM REED
MAYOR

55 TRINITY AVE. S.W.
ATLANTA, GEORGIA 30335-0300
TEL (404) 330-6100

February 15, 2010

Dear Site Supervisor:

Welcome to another exciting year with the City of Atlanta's Summer Food Service Program (SFSP) for children. Last year, we accomplished many of our goals by successfully feeding children without any unresolved administrative and operational negative findings. The SFSP could not have reached these goals without the support of Site Supervisors following the program's rules and regulations.

If your site has an interest in participating in the 2010 program, EARLY REGISTRATION BEGINS TODAY! Please complete the enclosed application and support documents attached. For fast processing, please return all documents to the new Summer Food Service Program office located at 818 Pollard Boulevard, SW, Suite 301, Atlanta, Georgia 30315, or fax all three pages to (404) 658-7162. Incomplete documents may delay or decline your site's approval for participation in our program.

Your site will receive a training date via U.S. Mail during the week of April 19th. Individuals responsible for distributing and maintaining all SFSP records MUST ATTEND THE TRAINING TO COMPLETE THE REGISTRATION AND APPROVAL PROCESS. WE REQUIRE THAT 3 PEOPLE FROM EACH SITE BE TRAINED IN PROCEDURES FOR OUR PROGRAM. NO EXCEPTIONS!! Remember to mark your calendar upon receiving the training date. Training is **MANDATORY** under the Federal and State regulations.

FINALLY, IN ORDER TO PROPERLY PREPARE FOR THE FIRST DAY, PLEASE INDICATE THE NUMBER OF MEALS YOU WILL NEED ON THE TOP RIGHT HAND CORNER OF THE APPLICATION!!!

Sincerely,

DeWitt W. Martin, III
Director

Enclosures

FIRST DAY ORDER

Breakfast: _____

Lunch: _____

City of Atlanta Summer Food Service Program

SITE INFORMATION SHEET

1. Name of Site Supervisor: _____
2. Name and Address of Food Service Site: _____

3. County: _____
4. Telephone Number at Site: _____
5. Contact Number of Site Supervisor: _____
6. Mailing Address if different from Site: _____

7. Two (2) Public Schools Nearest to Site: 1. _____
2. _____
8. Type of Site: Open____ Closed____
9. Did this Site Participate Last Year? Yes____ No____
10. Hours of Operation: _____ Is Site: Indoor____ Outdoor____
11. Are there scheduled activities at this Site? Yes____ No____
12. Is there adequate refrigeration at the Site? Yes____ No____
13. Types of Meals Served: Breakfast____ Lunch____
14. Estimated number of children participating in your program? _____
15. Beginning Date: _____ Ending Date: _____
16. Number of children that can eat at the site at one time: _____
17. Comments: _____

OFFICE USE ONLY

Eligibility By:

Maximum: Breakfast _____
 Lunch _____

ADP: Breakfast _____
 Lunch _____

City of Atlanta
 Summer Food Service Program
SITE SELECTION SHEET

Site Name: _____

Site Address: _____

Site Telephone Number: _____

Person to contact for use of site: _____

Type of site (check appropriate type):

- | | |
|---|---|
| <input type="checkbox"/> Recreation
<input type="checkbox"/> School
<input type="checkbox"/> Church
<input type="checkbox"/> Playground
<input type="checkbox"/> Settlement House | <input type="checkbox"/> Park
<input type="checkbox"/> Residential Camp
<input type="checkbox"/> Playstreet
<input type="checkbox"/> Other |
|---|---|

Estimated number of children the site could serve: _____

Estimated number of needy children in area: _____

Estimated number of personnel needed to adequately control the food service: _____

Is another site needed in this area: Yes No

Are the present facilities adequate for an organized meal service? _____

If the answer is no, comment: _____

For the estimated number of children does the site have:

	YES	NO
Shelter for inclement weather	_____	_____
Adequate cooking facilities (if applicable)	_____	_____
Adequate storage for prepared or delivered food	_____	_____
Storage space for records at site	_____	_____
Adequate refrigeration	_____	_____
Access to a telephone	_____	_____

What types of organized activities are possible or planned at this site? _____

Note: Governmental and private nonprofit sponsors can only provide food service at sites, which they directly operate.

City of Atlanta
SUMMER FOOD SERVICE PROGRAM
818 Pollard Boulevard, SW
Suite 301A
Atlanta, Georgia 30315

Please read this carefully. It will help us determine your site's eligibility for the 2010 Summer Food Service Program. This is very important and must be completed in order for your program to participate.

Your site is eligible to receive free meals based on two methods:

- (1) If the **PUBLIC SCHOOL** near you had 50% or more of its children on free or reduced priced meals during the school year, your site qualifies as **OPEN**. We will determine if your site is open. Your site must feed all children that request food during your feeding times.

OR

- (2) If your site has 50% or more of its children who qualify as low income, based on federal income guidelines, we can feed all children at the site free. However, you must declare your site **CLOSED** and sign below.

Choose One

I _____, Site Supervisor of _____
(Please Print) (Please Print)

would like to qualify as an **OPEN** site for the 2010 Summer Food Service Program. We will feed all needy children in our community who attend our meal servings.

I _____, Site Supervisor of _____
(Please Print) (Please Print)

WILL NOT OPEN my site for the 2010 Summer Food Service Program. We would like to qualify as a **CLOSED** site. We will only feed the children registered in our site.

Accountability Statement (Mandatory Signature Required)

I will abide by all Summer Food Service Program (SFSP) Guidelines. If I fail to abide by the SFSP guidelines, I will be accountable for all expenses incurred due to any financial negligence. This is inclusive of the failure to distribute meals accordingly, failure to document all meals, failure to serve meals to children under 18, and failure to abide by all training guidelines, which cause financial repercussions to the City of Atlanta.

NOTE: The City of Atlanta will enforce repayment, at cost, if the State (DECAL) or Federal Monitoring Agency (USDA) disallows any meals due to any failure to meet SFSP guidelines.

I agree to the specified terms above:

(Please Print)

(Signature)