

Site Eligibility for the Summer Food Service Program

To participate in the Summer Food Service Program (SFSP), the location where meals are served (the site) must meet one of the following eligibility criteria:

- Be located in an eligible area based on census or school data.
 - Serve an identified group of children where over 50 percent of the children qualify for free/reduced price meals.
 - Be a residential or day camp.
 - Be a certified migrant site, an eligible tribal site or a housing authority site.
 - Qualify as eligible due to a [special situation](#).
1. For sites located in an eligible area based on census or school data.
 - a. Once a site is determined area eligible, that eligibility is good for five years.
 - b. For sites currently participating in School Nutrition Programs (SNP) or the Child and Adult Care Food Program (CACFP), a sponsor may:
 - Check area eligibility/school data eligibility on the site application in Cyber-Linked Interactive Child Nutrition System (CLiCS). If any of the boxes in the Program Eligibility section are checked, and the eligibility period covers the months in which the site will participate in SFSP, the site is area eligible to participate in SFSP.
 - A. For SNP site applications, eligibility is in the *Afterschool Snack Program* section, under *Program Eligibility*.
 - B. For CACFP site applications, eligibility is in the *At-Risk Afterschool Meals Program* section, under *Program Eligibility*.
 - Check school data eligibility on the Public School List with Percentage of Free and Reduced-Price Lunch Students Used for Eligibility Determinations, found on the [Minnesota Department of Education \(MDE\) Summer Food Eligibility webpage](#). The list used to confirm SFSP eligibility must be from the school year ending just prior to the summer (example: the school year 2019-20 list can only be used for the 2020 summer).
 - c. For sites that do not currently participate in another child nutrition program, applicants may look up their site location on the:
 - [Child Nutrition Program Eligibility Map](#) to determine if a location is census or school data eligible. Select the Summer Meal Programs section on the right side of the map to populate school and census eligibility, then enter an address at the top and select 'Map Address'. If the red balloon is in a pink shaded area, the site is eligible based on census data and if the balloon is in a dotted area, the site is area eligible based on school data.
 - [No Kid Hungry \(NKH\) Averaged Eligibility Map](#) to determine if a location is eligible based on census block averaging. The NKH map also shows census eligible areas, but does not show

locations eligible based on Minnesota school data so it is recommended that the Child Nutrition Eligibility Map be used to determine census or school data eligibility.

2. For sites serving an identified group of children where over 50 percent of the children qualify for free or reduced-price meals. Eligibility can be established using:
 - a. Census data or school data. For information on determining eligibility based on census or school data, see number 1 above.
 - b. Household income statements (or Application for Educational Benefits) from the identified group of children. For more information on using household income statements, check out the program eligibility (site eligibility) section in the [U.S. Department of Agriculture \(USDA\) Administrative Guidance for Sponsors](#).
3. For residential or day camp sites.
 - a. The eligibility of each camper must be established and meal reimbursement is only provided to the sponsor for children who are eligible for free or reduced-price meals.
 - b. For more information, check out the program eligibility (site eligibility) section in the [USDA Administrative Guidance for Sponsors](#).
4. For a certified migrant, eligible Tribal, or a housing authority site.
 - a. Certified Migrant Site: Obtain documentation from the migrant coordinator that demonstrates the site will serve predominantly migrant children; submit documentation in the CLiCS site application.
 - b. Eligible Tribal site: If located in an ineligible area within a reservation, submit the [Certification for American Indian Sites](#) in the CLiCS site application to qualify the site as area eligible.
 - c. Housing Authority site: If located within a subsidized or rent controlled housing complex, complete the [Housing Authority Eligibility Documentation](#) form to determine if the site will qualify as area eligible; submit the form in the CLiCS site application.

Special Situations

Establishing eligibility of a site located in an area that is not eligible.

In certain situations, a site that is not located in an eligible area, but is serving children in need may be able to establish eligibility using other data. To establish eligibility, a sponsor must provide an explanation about why the sponsor believes that site should be approved and provide additional documentation to show how it meets the eligibility requirements of an SFSP site. This documentation must be submitted in the CLiCS site application under question 3. Select “based on public data” to open the upload feature and provide the following information:

- A screen shot of the eligibility map with notes on where the site(s) is located. An indication of how children living in the eligible area will be recruited or will obtain access to the site. Bus stop locations if transportation is provided.
- If the site has an eligible area directly around or adjacent to the requested site, provide a map with an outline of that eligible area along with the free, reduced price and paid eligibility information for all children living in that area to determine the percent of free/reduced eligible children.
- An explanation of efforts made to find a suitable site within an eligible area and, if there is a site within an eligible area that is not a suitable location, explain why. For example: a geographical limitation such as a highway, river, etc.

- An explanation of why you have selected and are requesting that specific site to be approved. For example: the site has facilities to cook or eat, site is air conditioned, site has activities for children, staff are on-site for meal service/supervision, site is easily accessible to children, etc.
- Anything else that you think might help explain why you are requesting that site to be approved for SFSP.

MDE will contact you for any additional information or for clarification if needed.

Temporary relocation of a summer food site due to construction in a school building

Sites temporarily moving due to construction require USDA approval if the alternate site is located in an area that is not eligible. To request approval of an alternate site due to the original site being under construction, a sponsor must provide documentation to show/explain that the criteria below are met. Submit this documentation to mde.fns@state.mn.us. State agency staff will review the documentation and forward it to the Midwest Regional Office for review and approval/denial.

- The sponsor of the original site is in good standing and the original site operated for at least one previous summer. Note: sponsors do not need to provide documentation to show this; state agency staff have this information.
- The original site **must** be relocated and there are no options to serve children in an area eligible location.
- The relocation is temporary in nature and the site will return to its original location once that location is operable. Temporary site relocations are only approved for a single year and cannot be approved for multiple years.
- The sponsor intends to serve the same children at the temporary site that were served by the original site.
- Explain why this site was selected as the replacement site.
- The temporary site was the closest available to the original site.
- The temporary site meets all other criteria for an SFSP site, including local health and safety requirements.