



Dear Sponsors,

Thank you for your continued support and participation in the DC Free Summer Meals Program. Our collaborative efforts to serve nutritious meals to the children of our Nation's Capital have been tremendously successful. So much so, that we were recognized and praised by the USDA's Under Secretary, Kevin Concannon, as being the number one Summer Food Service Program in the Nation for reaching the largest percentage children during the summer months that are eligible to receive free and reduced priced meals through the National School Lunch Program (NSLP). The DC Free Summer Meals Program was also recognized and supported by Mayor Gray for our excellence in service to the children and youth of the District of Columbia. Despite budget cut to summer programming and numerous school closures, our combined efforts, during the summer of 2014, enabled over 1 million healthy and nutritious to be served to children free of charge.

Hunger doesn't take a summer break and neither should access to nutritious meals. It is essential that children continue to receive sufficient and appropriate nutrition and exercise during the summer months so they may continue to grow stronger in mind and body. The importance of a healthy diet and exercise on a regular basis cannot be overstated as it is vital for maintaining a healthy body weight. It will also validate that access to healthy nutrition will decrease the incidence of obesity, high blood pressure and type-II diabetes; as suggested by various health studies. Statistics have shown that an increasing number of urban children and youth are affected by these health plights and the children of DC are not immune to these health issues.

Through our continued collaborative efforts we can ensure that children and youth in the District of Columbia are provided with the highest quality of nutritious foods each and every day. This can be done most effectively through your continued participating in Child Nutrition Programs offered by the US Department of Agriculture and administered through the Office of the State Superintendent of Education (OSSE) in the District of Columbia. These programs include the National School Lunch and Breakfast Programs, the Child and Adult Care Food Program, which includes the Afterschool Meal Program and the Summer Food Service Program.

The renewal process was simplified in 2014 for returning sponsoring organization that participated during the preceding year. The State Agency will continue to provide training and technical assistance to our sponsors on food-service operations, nutrition education and guidance on meeting the USDA's Summer Food Service Program requirements as well as the Healthy Schools Act (HSA) requirements of the District of Columbia.

I look forward to working with you again this summer and sharing in the rewarding results we will glean from all the hard work and dedication from administering the DC Free Summer Meals Program and as reflected in the many happy smiles of the children of the District of Columbia...today and tomorrow.

Sincerely,

Elisabeth Sweeting
Program Coordinator
Division of Wellness and Nutrition Services
Office of the State Superintendent of Education



**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
 Division of Wellness and Nutrition Services
 2015 D.C. Free Summer Meals Program
 Renewal Application Checklist**

Due date is May 21, 2015

Renewal Documents	
Site Information Sheet <i>for each new site only</i>	
Site Information Spreadsheet (<i>NEW</i> Excel format)	
One-month FSMP/HSA menu	
Media Release for Open and Enrolled sites	
Copy of Certified Food Safety Manager / Handler Certificate for each site	
Sponsors Organizational Structure Sheet, (if applicable)	
Budget	
Documents Required for Participating Sponsored Sites	
Camp Hearing Procedures, new sites	
Area Eligibility (School or Census Data) or Income Statements*	
Civil Rights Data Collection**	
Sponsor Site Cash/Non-cash Agreements**	
Sponsors with VENDED MEALS ONLY	
Contracts greater than \$100,000 <ul style="list-style-type: none"> • Request for Proposal for Food Service Management Company; or • Annual Contract Renewal and Extension 	
Procurement Contract Package Government/Public Agency: total contract value is ≤\$25,000 Private Nonprofit: total contract value is ≤\$100,000	
Exclusive year-round contracts not to exceed \$10,000 Agreement to Furnish Meals with a Food Service Management Company	
Local Educational Agency (LEA) Agreement Agreement for Local Educational Agency to Furnish Meals	

***Income Statements** must be collected and kept on file for the required period. *Do not submit with renewal documentation.* However, you must submit documentation for each closed site indicating the number of children enrolled and their eligibility.

****Do not submit with renewal documentation. The documents must be collected and kept on file with for the required period.**