



Dear Sponsors,

Thank you for your continued support and participation in the DC Free Summer Meals Program. Our collaborative efforts in serving the children of our Nation's Capital nutritious meals has been tremendously successful, in that we were recognized and praised by the USDA's Under Secretary, Kevin Concannon, as being number one in the Nation for reaching the largest percentage of free and reduced priced children during the summer months. The DC Free Summer Meals Program was also recognized by Mayor Gray for our excellence in service to the children and youth of the District of Columbia. Did you know that through our combined efforts, during the summer of 2013, we were able to collaboratively served more than 1.3 million healthy and nutritious meals free of charge to children?

Access to nutritious meals should not end when school is out, just as education for children should not end with the last day of school. In order for children to grow stronger in mind and body, it is vital that they receive adequate and proper nutrition and exercise. The importance of a healthy diet and exercise on a regular basis cannot be overstated. This is essential for maintaining a healthy weight. It will also validate what various health studies suggest; access to healthy nutrition will decrease the incidence of obesity, high blood pressure and type-II diabetes. 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 problems.

We must all continue to work together to ensure 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 by continuing to participate 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.

We have simplified the renewal application process for returning sponsoring organization to be able to continue participation and receiving funds for providing free meals to children and youth during the summer months. 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.

I look forward to working with you again this summer and relishing in the rewarding results we will glean from all the hard work and dedication while participating in 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 Specialist
Division of Wellness and Nutrition Services



**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
 Division of Wellness and Nutrition Services
 2014 D.C. Free Summer Meals Program
 Renewal Application Checklist**

Due date is May 23, 2014

Renewal Documents	
Site Information Sheet <i>for each new site</i>	
Site Information Spreadsheet (Excel), <i>updated with any changes</i>	
One-month FSMP/HSA menu	
Media Release for Open and/or Enrolled sites	
Commodities Request Form (<i>Self-Prep & Schools only</i>)	
Copy of Food Safety Manager /Handler Certificate <i>for each site</i>	
Sponsors Organizational Structure, <i>for Program updates and changes</i>	
Documents Required for Participating Sponsored Sites	
Camp Hearing Procedures, <i>new sites</i>	
Area Eligibility, School Data or Income Statements*	
Civil Rights Data Collection*	
Sponsor Site Cash/Non-cash Agreements*	
Sponsors with VENDED MEALS ONLY	
<u>Contracts greater than \$100,000</u> • Request for Proposal for Food Service Management Company; or • Annual Contract Renewal and Extension	
<u>Procurement Contract Package</u> Government/Public Agency: total contract value is ≤\$25,000 Private Nonprofit: total contract value is ≤\$100,000	
<u>Exclusive year-round contracts not to exceed \$10,000</u> Agreement to Furnish Meals with a Food Service Management Company	
<u>Local Educational Agency (LEA) Agreement</u> Agreement for Local Educational Agency to Furnish Meals	

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