

MIAMI-DADE COUNTY COMMUNITY ACTION HUMAN SERVICES DEPARTMENT
SUMMER FOOD SERVICE PROGRAM
2024 SITE APPLICATION



701 N.W 1st Court, 9th floor
MIAMI, FLORIDA 33136
PHONE: (786) 469-4622
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Please **COMPLETE** each section. **DO NOT LEAVE** any section blank:

- NEW SITE** (Pre-Approval needed) Previous Year Participation
 Change of Name (Pre-Approval needed) Change of Address (Pre-Approval needed)

1). * NAME OF MAIN ORGANIZATION: _____
* Phone: (____) _____ - _____ Address: _____
* City: _____ State: _____ Zip: _____
* Coordinating Supervisor's Name: _____
* E-mail Address: _____
(Print Clearly)

2). NAME OF SITE SERVING MEALS: _____
Address: _____
Phone: (____) _____ - _____ Fax: (____) _____ - _____
City: _____ State: _____ Zip: _____

3). Two names and positions of people serving meals at site **both must attend mandatory training:**
Circle Prefix:

A. (Mr./Mrs./Ms./Rev.) Name: _____ Position: _____
B. (Mr./Mrs./Ms./Rev.) Name: _____ Position: _____

4). Type of Site: (Check One Only)

- Recreational Center School Summer Camp Public Housing
 Park Church Social Services Other (Specify): _____

Note: Earliest time meals can be delivered to site: _____ (AM)
Please provide a minimum of a 30-minute time frame before meal service.



There must be a minimum of ONE HOUR from the end of one meal service to the beginning of the second meal service. Breakfast can last 1 hour; Lunch can last 2 hours; Snack can last 1 hour; Supper can last 2 hours **BUT NOT PAST 5:00 P.M.**

Example: Lunch Served – From: 12:00 to 2:00 pm (2hrs.)
Snack Served – From: 3:00 to 4:00 pm (1 hr.)

Site can select to serve up to two meal types BUT cannot select to serve both Lunch AND Supper together for their program.

SELECT UP TO TWO MEALS FOR EACH SITE

****Note- Minimum of 15 meals required (COLD MENU); Minimum of 25 meals required (HOT MENU).**

6). Meal Information

of BREAKFAST:

of LUNCHESES:

of SNACKS:

of SUPPER:

7). Times meals are served

From _____ To _____

From _____ To _____

From _____ To _____

From _____ To _____

Hot or Cold

IMPORTANT: The Program will be serving meals from June 10, 2024 to August 14, 2024 (Ten Weeks)

8). SITE OPERATING DATES: BEGINNING: _____ / _____ / **2024**

ENDING: _____ / _____ / **2024**

Total number of weeks: _____

9). **Does site have adequate equipment to keep food warm?** (Warmer/Oven/Steamtable)

Yes No

Does site have adequate equipment to keep food cold? (Refrigerator/Cooler)

Yes No

10). Does the site have indoor facilities or shelter in case of inclement weather? Yes No

11). List the name of Dade County Public School(s) attended by children at the site:

(List more than one if applicable)

1. _____ 2. _____

12). What types of organized activities are planned at the site other than the meal program?

1. _____ 2. _____ 3. _____

An enrollment list of participants will be required to be maintained at site before service begins.

.....
Participation on the program will be based on approval of application, site, inspection, signed agreement.
ALL NON-PROFIT ORGANIZATIONS MUST SEND COPY OF CURRENT 501 (C) (3) CERTIFICATE

_____/_____/_____
Signature Position Date

If you need further information please contact: Dawn Beckford at (786) 469-4686 or Susanne DeMatas at (786) 469-4671.



Miami-Dade County Community Action Human Services Department
 Summer Food Service Program
Sponsor Site Manager Agreement

Name of Site: _____ Site # _____

Address of Site: _____ City: _____ State: _____ Zip: _____

Authorized person in charge: _____ Authorized person telephone number: _____

The Person named above agrees to:

Serve meals to all needy children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled).

Training:

- **Ensure that program staff MUST adhere to the CDC health and safety protocols at all times on site.**
- Maintain and submit required paperwork such reports and records as required by the Sponsor including the daily meal count sheets/feeding reports (if related to site).
- **Ensure that at least two (2) program staff MUST attend a Sponsor training session.**
- **1:25 ratio; 1 staff per 25 children.**

Servings:

- **Ensure supervision during entire meal service is done by a Sponsor trained Site Supervisor/Alternate Site Supervisor, with accurate "Point of Service" meal counts using the Clicker/Meal Counting Device.**
- Immediately report any other problems/concerns in regard to meal service to sponsor.
- Refuse to receive meals that are spoiled, frozen, damaged, or not within appropriate temperature ranges.
- Immediately notify the Sponsor of any meal service times that need to be adjusted or are not being met.
- **Immediately notify the Sponsor if meals are not delivered at the scheduled times.**
- **Ensure site maintains required documents on site (e.g. • Feeding Reports, Daily Meal Count Records, Daily Vendor Delivery Tickets)**

Site Liabilities:

- **Immediately report, to the Sponsor, any changes in the number of meals required as attendance fluctuates. Meal counts MUST be provided to Sponsor on a daily basis, by 10:30 AM.**
- Report immediately any other problems in regard to meal service.
- Abide by all SFSP regulations and special instructions that have been provided by the Sponsor.
- Refuse to receive meals that are spoiled, frozen, damaged, or not within appropriate temperature ranges.
- Ensure "And Justice for All" poster is displayed.
- Comply with civil rights laws and regulations.
- **Not accept meals from another sponsor.**
- **Site is not receiving federal funds from other sources for meals.**
- Ensure a copy of the Health Inspection Report is submitted to the Sponsor.

Site will be responsible to the program for the reimbursement of all disallowed meals due to your negligence.

If deficiencies are found during site visits conducted by Sponsor. Second violations will result in meal discontinuation; third violations will result in immediate closure of site.

This is to certify that I have read and agree to the above guidelines and understand that any violation of these guidelines may result in prosecution under applicable State and Federal Statues. **I have not signed an agreement for sponsorship with any other agency.** In addition, if there is any violation of the above mentioned rules, the sponsor reserves the right to immediately terminate the site and to not consider the site for renewal in the following year.

 Site Manager Signature

 CAHSD Sponsor Signature

 Date