

# DATA COLLECTION FOR SINGLE ACCESS IN SFSP MEAL DISTRIBUTION

Instructions: Please complete this form separately for each site you are operating. Answer each question thoroughly. Send the completed form along with the requested documentation to **CNSFSP@nysed.gov**. If you have any questions, please contact your SFSP representative.

Sponsor Name:

LEA Code:

Site Name:

Site LEA Code:

Name and Title of  
Contact Person:

## 1. **Geographic area of distribution/delivery that the site will draw its participants from:**

- a. In the box below, provide a description defining the specific geographic area the delivery will draw its participants from

-OR-

- b. Provide a map to **CNSFSP@nysed.gov** with the area designated and/or information to define the specific physical locations where families are residing, even if temporary, who will be able to register for the meal distribution/delivery

- For instruction on how to create a **map**, click [here](#)

Some Examples:

- Families living along East Lake Street between South Street and North Street
- Families living in the Town of Thomas in the Winslow Bungalow at 1450 S. Main St, Spring Gardens at 52 Ridge St, and Glass Lake Bungalows at 407 Mount Calm St

***N/A: Map provided to CNSFSP@nysed.gov***

## 2. Communication to families:

- a. In the box below, describe how parents/families will be notified of meal availability at this site location

-AND-

- b. Provide a copy of the meal availability notification to **CNSFSP@nysed.gov**

The notification to parents/families should include:

- Where and how to register to pick up/receive meals
- Where and when meals will be distributed
- Notice that only parents or guardians can pick up meals for their children
- Notice that children who have access to meals on days they attend camp programs are not eligible
- Non-discrimination statement

## 3. Describe your meal registration process:

What method will be used (i.e. electronic form, paper sign-up), and how often will families register?

Information collected from families during the registration process should include:

- Address of family. Address must be in geographic area defined in #1.
- Names (first and last) of children in family that meals are requested for
- Age of each child or birth date if providing meals to infants (children 0-11 months old).  
*Meals to infants requires prior SED approval*
- How many days of meals are needed for each child during the distribution period?

4. Refer to [USDA's Guidance: Summer Food Service Program: Providing Multiple Meals at a Time During the Coronavirus \(COVID-19\) Pandemic.](#)

What Considerations Were Used to Determine the Number of Days Meals Would be Provided?

- How long foods may be safely stored before eating.
- How long foods can be stored before food quality suffers.
- How much space do families have to store food that meets meal pattern requirements, for multiple children for multiple days
- Participants' access to refrigeration and freezer space for the amounts of food and milk provided.
- Food storage space at the summer site and on meal delivery vehicles (such as buses or food trucks).
- Whether fewer pick-up days and times will decrease access to meals for some children.

I CERTIFY this site will operate as a closed enrolled site; the site has the capability and facilities for the meal service planned for the number of children anticipated to be served; that the information on this form is true and correct; that the sponsor is aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and federal criminal statutes; and that this program will be available to all children regardless of race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.