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SUSANA MARTINEZ
Governor

April 13, 2011

MEMORANDUM

TO: National School Lunch Program/School Breakfast Program SFA Participants

FROM: Carolann Gutierrez, Director, Student Nutrition Bureau

RE: Child Nutrition Reauthorization 2010: Mandatory Outreach to Families, Government Entities, and Private Nonprofit Institutions on the Availability of the Summer Food Service Program Meals

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, establishes requirements for conducting outreach to households on the availability of Summer Food Service Program (SFSP) meals. The purpose of this memorandum is to provide guidance on the implementation of the provision that requires schools to conduct outreach on the availability of the SFSP before the end of the school year. School Food Authorities (SFAs) must cooperate with SFSP Child Youth and Family Department (CYFD) service institutions to inform eligible families of the availability and location of free meals for students when the regular schools year ends. CYFD approves not only schools, but also government entities (local, municipal, county, tribal) and private nonprofit institutions (churches, Boys and Girls clubs, community action agencies). CYFD will notify all schools about the SFSP sites in May prior to the closure of school.

Acceptable activities may include developing or disseminating printed or electronic materials to families of school children prior to the end of the school year which provide information on the availability and location of the SFSP meals. An SFA can distribute information to households such as the location of nearby SFSP meal sites, times of service, and SFSP service institution contact information. SFAs may distribute the information through means normally used to communicate with the households of enrolled children. The SFSP Outreach Toolkit for Sponsors and Feeding Sites includes fliers, letters to parents, and other materials that may help schools raise program awareness among families. The SFSP Toolkit is available at the following website: www.summerfood.usda.gov/library/toolkit.pdf

SFAs should direct any questions concerning this guidance to: Student Nutrition Bureau Director, Carolann Gutierrez, at 505-827-1814, or, SFSP (CYFD) Program Manager, Elizabeth Castillo at 505-841-4846.

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"Nourishing "More" Healthy Bodies and Minds"