

**Bright from the Start: Georgia Department of Early Care and Learning
SUMMER FOOD SERVICE PROGRAM
PUBLIC RELEASE CERTIFICATION
Open Migrant and Open Sites**

Original Update Date of Revision _____

Sponsors are required to send public releases to the media located in the area where the site(s) draws its attendance. Include a list of all approved sites with their location, dates of operation, serving times and the non-discrimination statement. The Press Release should be on the organization letterhead, a sample is provided below. Keep a copy of the public releases sent to the media.

This certifies that the following media outlets received a Press Release containing the information in the Sample below.

Name of Media Outlet	Date of Scheduled Release	Name of Media Outlet	Date of Scheduled Release

Press Release Sample

The Dekalb County Recreation Dept. is participating in the Summer Food Service Program. Meals will be provided to all children without charge. Acceptance and participation requirements for the program and all activities are the same for all regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service. Meals will be provided at all sites listed on the attached form showing the specified start and end times for meals (Include Attachment C-3).

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on 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.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form, \(English\)](#) or [USDA Program Discrimination Complaint Form \(Spanish\)](#) This form (AD-3027) is found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 6907442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.

I certify that the Public Release sent to the above media outlets included all the information required for the Public Release; including a complete listing of all current sites and meal times and the non-discrimination statement.

Rosemary McGrue  _____ Date _____
Signature of Sponsor Representative



Department of Recreation, Parks & Cultural Affairs

Chuck O. Ellis
Director

Chief Executive Officer
Michael Thurmond

Board of Commissioners
District 1
Nancy Jester

November 30, 2020

District 2
Jeff Rader

Dear Potential Site:

District 3
Larry Johnson

It is time to apply for the 2021 Summer Food Program. By submitting this application, you have chosen DeKalb County Department of Recreation, Parks and Cultural Affairs to serve as your sponsor. Please complete and submit the attached application and all other forms to:

District 4
Stephen Bradshaw

District 5
Mereda Davis Johnson

District 6
Kathie Gannon

**Rose McGrue
Mason Mill Recreation Center
1340-B McConnell Drive
Decatur, Georgia 30033**

District 7
Gregory Adams, Sr.

If you have any questions, please contact Rose McGrue, via telephone at (678) 698-1114, or via e-mail: rosemyrick@yahoo.com and/or rbmyrick@dekalbcountyga.gov.

NOTE: Please read and complete the application carefully. Refer to the attached instructions to assist you in completing the application. **May 14, 2021 is the deadline for submitting the application.** Please call if you have difficulty completing the application.

The following are requirements to participate in the program:

- A minimum of 25 participants in the program to receive service
- Training is mandatory for all staff that will be working in the summer food service program. The program should be run and monitored by **adults 18 and over**
- This year's 2021 food service dates are **June 1, 2021 – July 30, 2021**
- You will need to provide meals for your children for any dates your site plans to operate out of these dates
- New sites should prepare to stay in training for six (6) hours
- Returning sites for four (4) hour, Due to COVID 19 in 2020 all sites will be returning as **NEW SITES!** Only a few sites served in 2020.!!

Any returning site that experienced problems in 2020 must attend a new training class. Every worker from the returning site has to remain in the training to receive credit. **Leaving early is not permissible.**

With a new and improved menu, DeKalb County is looking forward to serving the nutritional needs of our children and youth.

Sincerely,

Rose McGrue

Summer Food Coordinator

SFSP SITE APPLICATION

Sponsor Name	Site Name	Agreement No.	Federal ID#	Fiscal Year
Dekalb County Recreation Dept.		08025	58-6000814	2021
Address:		Name: (First & Last)		
Address 2:		E-Mail:		
City:		Daytime Phone:		
State:	Zip Code:	Alternate Phone:		
County:		Fax:		
Site Location/Type		Site Description (Choose the one that applies)		
<input type="checkbox"/> Indoor Site <input type="checkbox"/> Outdoor Site		<input type="checkbox"/> Church <input type="checkbox"/> Playground <input type="checkbox"/> Yard <input type="checkbox"/> Park <input type="checkbox"/> Recreation Center <input type="checkbox"/> Other _____		
<input checked="" type="checkbox"/> Open site using school data: Enter the estimated no. of free & reduced Children attending this site: <input type="text"/>		NAME OF SCHOOL WHICH SITE DRAWS ITS ATTENDANCE School Name: _____ Free + Reduced _____ ÷ Enrollment _____ = Total _____ %		
<input type="checkbox"/> Restricted open site using school data: Enter site capacity: <input type="text"/>				
<input type="checkbox"/> Special restricted open site using school data: Enter No. of eligible participants: <input type="text"/>				
<input type="checkbox"/> Open site using census tract data (attach census tract data eligibility)				
<input type="checkbox"/> Open site using migrant organization information (attach documentation)				
<input type="checkbox"/> Open site using tribal information (attach documentation)				
<input type="checkbox"/> Closed enrolled site – Income applications are collected No. of enrolled participants: <input type="text"/> No. of eligible participants: <input type="text"/>				
<input type="checkbox"/> Residential Camp / Day Camp – Income applications are collected: Enter no. of enrolled participants: <input type="text"/>				
<input type="checkbox"/> National Youth Sports Program (NYSP) – (attach certification)				
Begin Date: (mm/dd/yy)		End Date: (mm/dd/yy)		

Number of Operating Days			Hours Meals Served <small>Breakfast/ Snack up to 1 hour / Lunch/ Supper up to 2 hours (1 hour between meals)</small>				
Oct. <u> 0 </u>	Nov. <u> 0 </u>	Dec. <u> 0 </u>	MEAL	Begin Time	End Time	ADA	CAP <small>(ADA + ADA * 25%)</small>
Jan. <u> 0 </u>	Feb. <u> 0 </u>	Mar. <u> 0 </u>	Breakfast				
Apr. <u> 0 </u>	May <u> 0 </u>	Jun. <u> </u>	A.M. Snack	N/A			
July <u> </u>	Aug. <u> 0 </u>	Sept. <u> 0 </u>	Lunch				
Total Days: _____			P.M. Snack	N/A			
			Supper	N/A			
Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input checked="" type="checkbox"/>	Sunday <input checked="" type="checkbox"/>	
<input type="checkbox"/> Recreational/Cultural Program			<input type="checkbox"/> NYSP / Upward Bound			<input type="checkbox"/> Other	
<input type="checkbox"/> Summer School (OPEN SITE ONLY)			<input type="checkbox"/> No organized activities				
Meal Preparation:			<input checked="" type="checkbox"/> Vended		<input type="checkbox"/> Central Kitchen		<input type="checkbox"/> Self-Preparation
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Offer vs Serve (SCHOOL SPONSOR ONLY)				
Children are served:			Children are supervised during meals by:				
<input type="checkbox"/> Cafeteria Style		<input checked="" type="checkbox"/> Sack Lunch			<input type="checkbox"/> Teachers		<input type="checkbox"/> Site Supervisor
<input type="checkbox"/> Family Style		<input type="checkbox"/> Other _____			<input type="checkbox"/> Aides		<input type="checkbox"/> Volunteers
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	For receiving sites, is there a procedure for notifying sponsors of meal count adjustments?					
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	For receiving sites, are there procedures for maintaining the appropriate temperature of meals during delivery and before meal service?					
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	For receiving sites, is there adequate storage for leftovers onsite or procedure returning leftover meals to the central kitchen?					
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	For outdoor sites, have arrangements been made for food service during inclement weather?					
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Does the site participate in the USDA Child and Adult Care Food Program?					
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Has this site received a pre-operational visit from the sponsor, and is the site equipped to serve meals for the number anticipated?					
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Does the sponsor directly operate this site year-round?					
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If no, has a Sponsor/Site agreement been signed and dated? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>Sponsor/Site Agreements must be signed and dated prior to start of operation and must be maintained on file for OSR to review</small>					
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Are there other sites located in the same district as this site? Attach list of site names and any known site addresses:					
<small>BCC USE ONLY</small>			<input type="checkbox"/> NEW		<input type="checkbox"/> RETURNING		<input type="checkbox"/> SITE APPROVAL DATE (MM/DD/YY) _____
BCC SIGNATURE: _____							