



SUMMER FOOD SERVICE PROGRAM

TEXAS POLICY

In Texas, organizations contracting directly with the Texas Department of Agriculture (TDA) to operate nutrition programs federally funded through the United States Department of Agriculture (USDA) are called Contracting Entities, or CEs. The Summer Food Service Program (SFSP) is a federally funded nutrition program and, as such, sponsors are considered CEs. CEs operating the Seamless Summer Option (SSO) should reference the Administrator's Reference Manual (ARM) Section 12, Seamless Summer Option, for guidance.

Each year, the USDA publishes the SFSP Administrative Guidance for Sponsors (AGS) which provides federal policy, program guidance and information for all CEs that participate or plan to participate in SFSP. TDA occasionally issues a Texas Policy that supplements federal policy found in the AGS.

Notification to Local Health Departments

Prior to the operation of the SFSP, all CEs are required to notify their local health department of prospective food preparation facilities and summer feeding sites, and make arrangements for prompt and regular trash removal. As part of the application process, CEs must submit to TDA a copy of the notification to the local health department for each site. TDA provides a letter template, *Prototype Letter: Health Department Notification*, which can be found on the www.summerfood.org website under "Summer Feeding Administration & Forms" that may be used by CEs when notifying health departments of SFSP sites.

Federal regulations require CEs conform to all applicable State and local laws and regulations in the storage, preparation and service of food, and maintain proper sanitation and health standards.

As health department rules and regulations may vary, CEs should directly contact their local health department with any questions pertaining to health and sanitation standards.

[Click here for a list of Full Service Local Health Departments and Districts of Texas.](#)