

Instructions for states receiving USDA-funded Summer Associates – Summer 2015

Summary

Summer Food Service Program (SFSP) is the USDA sponsored congregate meal program that helps solve the Summer meal gap for youth who may go without extra nutrition during the Summer when there are no school meals.

Requirements:

- There are three performance measure outcomes that will be typed into the Performance Measure tab of the sponsor application for Summer Associates under this initiative
- All USDA-funded Summer Associates under this initiative must be directly supporting or building the capacity of USDA registered Summer Food Service Program sites
- Activities under the initiative will include outreach, meal site creation, program enhancement, volunteer recruitment, donation development and direct service
- The VISTA Assignment Description must mention Summer Food Service Program or “SFSP” in the main objective
- Summer Associates under this initiative will be encouraged to provide photos, an informal mid-term report and an informal exit report

States receiving USDA-funded Summer Associates

- Alabama (Alabama A & M Community Development Corporation)
- Oklahoma (Regional Food Bank of Oklahoma, McCurtain County Educational Cooperative)
 - Boys and Girls Clubs of Ottawa County
 - Boys and Girls Clubs of Nowata
 - Boys and Girls Clubs of Delaware County
- Colorado (Foundation for Educational Excellence)
- Virginia (TBA)
- Mississippi (Genesis and Light Center)
- Missouri (Waynesville RVI School District)
- Nevada (Washoe County School District)
- Texas (Baylor University)
- Michigan (United Way for Southeastern Michigan)
- Pennsylvania (SERVE Philadelphia)
- West Virginia (WV Commission for National and Community Service)
- Connecticut (University of Connecticut)
- California
 - Boys and Girls Club of the Redwoods
- Arizona
 - Boys and Girls Clubs of Greater Scottsdale
 - Lehi Branch
 - Red Mountain Branch
- Maine

Instructions for states receiving USDA-funded Summer Associates – Summer 2015

- Penobscot Boys and Girls Club, Presque Isle

Checklist

- 1) Amend the sponsor's Memorandum of Agreement in eGrants to include enough slots to cover all of the Summer Associates.
- 2) In the sponsor's budget, the USDA-funded Summer Associate slots should go under the Summer Associate-Federal line item.
- 3) Amend the sponsor's performance measure tab in the performance measure module to include three custom direct service performance measures as outcomes.
 - 1. Number of SFSP meals served as a result of VISTA and VISTA Summer Associate activities
 - 2. Number of new SFSP participants enrolled as a result of VISTA and VISTA Summer Associate activities
 - 3. Number of new Summer Food Service Program sites developed as a result of VISTA and VISTA Summer Associate activities

The performance measure module requires linked outputs. The sponsor must use the above *outcomes* and the sponsor may determine their own *outputs* to link. (See Appendix #3) Sponsors may select zero (0) as a performance measure target if any particular performance measure does not fit their program.

- 4) VISTA Assignment Descriptions for all Summer Associates under this initiative should use the phrase "Summer Food Service Program," or "SFSP," in the VAD's main objective. This will allow us to run reports for USDA. (See Appendix #2)
- 5) Enter USDA-funded Summer Associates into the Portal using the Gift+Federal Partner fund purpose code. The federal partner purpose code is **F28**. After selecting F28, select the description "USDA Summer Food Program." (See Appendix #1)
- 6) Encourage sponsors to use the photograph release forms (to be provided later) and take lots of photos. VISTA headquarters will reach out to Summer Associates twice partway through the summer in order to encourage informal, anecdotal reports (See Appendix #3)

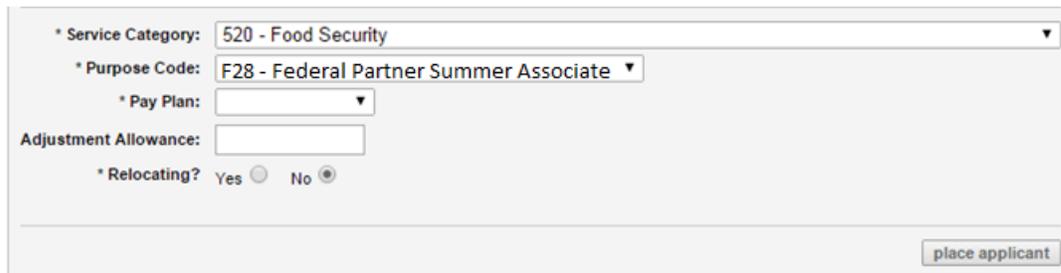
Appendix #1: Instructions for State Offices and the VMSU

When the State Office goes to place an applicant, the bottom portion of the screen will show the Service Category and Purpose Code. Note that when you load the screen, the Pay Plan field will show below the Purpose Code field. This will change when you select the Purpose Code.

Upon selection of the **F28** Purpose Code, the Partner/Donor select field will appear as a new drop-down menu below the Purpose Code box and above the Pay Plan box. In the

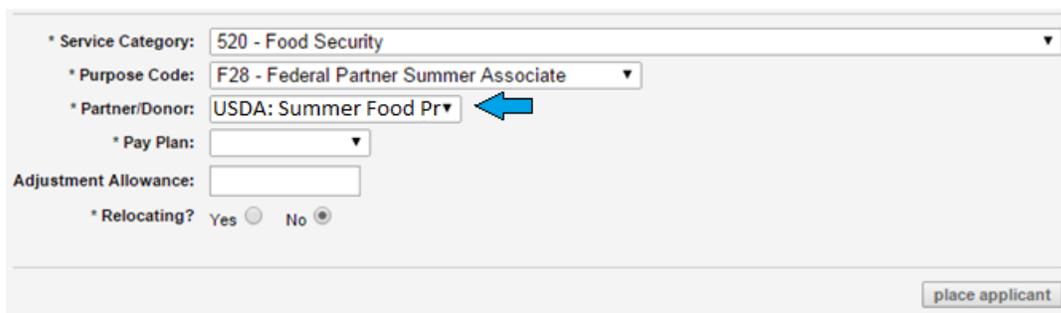
Instructions for states receiving USDA-funded Summer Associates – Summer 2015

Partner/Donor box, select “USDA Summer Food Program.” The exact name should be entered. The purpose code and the description need to be correct in order for the Summer Associates to be correctly paid from the USDA funds.



A screenshot of a web form with the following fields: Service Category (520 - Food Security), Purpose Code (F28 - Federal Partner Summer Associate), Pay Plan (empty), Adjustment Allowance (empty), and Relocating? (Yes, No). A "place applicant" button is at the bottom right.

"Partner/Donor" dropdown appears after selecting F28 Purpose Code.



A screenshot of a web form similar to the one above, but with the Partner/Donor dropdown menu open, showing "USDA: Summer Food Pr" as the selected option. A blue arrow points to this option. The "place applicant" button is at the bottom right.

Appendix #2: Program Priorities for designing VISTA Assignment Descriptions

Summer Associates under this initiative must be expanding and building capacity for Summer Food Service Program and Seamless Summer sites where free meals for youth are sponsored by the USDA. Our Interagency Agreement (IAA) with the USDA allows for other types of anti-hunger and anti-poverty activities, but every AmeriCorps VISTA Summer Associate funded by the USDA funds must have the majority of their tasks put towards SFSP and Seamless Summer. For the rest of this document, SFSP will be used to indicate both SFSP and Seamless Summer.

The following are the types of tasks that Summer Associates under this IAA will be engaged in. Past experience has shown that a small number of Summer Associates can create a large impact, measured frequently in tens of thousands and sometimes in hundreds of thousands of extra meals served, when the Summer Associates are engaged in the most impactful tasks.

These tasks are listed in the order of known impact towards increasing the number of meals served, with #1, outreach, having been shown to have the most successful impact.

Summer Associates are free to combine capacity building strategies with direct service in order to create both immediate and lasting results.

Instructions for states receiving USDA-funded Summer Associates – Summer 2015

1. **Community Outreach:** Summer Associates are very effective when they work specifically to increase enrollment and participation in the Summer Food Service Program.

In the most impactful strategy, Summer Associates are responsible for building capacity that makes it possible to have entirely new summer meal sites in the first place. Secondly, Summer Associates can create outreach materials and implement outreach strategies to share information about summer food sites. Examples of outreach strategies for Summer Associates would be using social media, paper media, phone calling and simply knocking on doors.

2. **Program enhancement:** Summer Associates can create or enhance programming, create curriculum and implement enrichment activities for participating youth.

We have seen that perceived stigma is the most significant factor between families that participate in Summer Food Service Program and families that do not. By enhancing sites with new curriculum and new programming, families will feel reassured that they are taking their children to a worthwhile Summer youth event and not just to a “feeding site.”

Program enhancement for SFSP can be combined with other AmeriCorps VISTA initiatives, such as Summer learning loss prevention, Boys and Girls Clubs Brain Gain, STEM, Let’s Move, etc... VISTA headquarters is also interested in programs that innovate to combine congregate senior meals programs, such as Meals on Wheels and Senior Nutrition Programs, with SFSP.

3. **Volunteer recruitment:** Summer Associates may help to recruit volunteers to assist in the implementation and maintenance of the program. When done right, this can have a multiplicative effect toward any of the other five activities, such as having volunteers assist with outreach, with creating new sites, with programming implementation, and with day-to-day operations of a summer food site.
4. **Donation Development:** Summer Associates may develop in-kind donations and monetary funds to support Summer Food Service Program efforts. An example might be that the Summer Associate helps to supplement the congregate nature of the Summer Food Service Program by working with local grocers to achieve a backpack program for youth to take food home after the sponsored congregate meal has ended.

Instructions for states receiving USDA-funded Summer Associates – Summer 2015

5. **SFSP Site Support:** VISTA Summer Associates may support day-to-day operations of new and expanding Summer Food Service Program sites

6. **Anti-Poverty and Self-Sufficiency Initiatives:** This includes other anti-poverty and self-sufficiency activities that are appropriate to AmeriCorps VISTA, such as providing information to participating families about additional anti-hunger resources or providing parents an opportunity for career enhancement while their children are participating in a SFSP program. As stated above, all Summer Associates that are funded by the USDA should emphasize their work on activities 1-5.

Note: At the beginning of the summer season, VISTA Headquarters will be running a VAD report in order to estimate the number of Summer Associates scheduled to work on this initiative. The VISTA Assignment Description for AmeriCorps VISTA Summer Associates serving under this initiative should have the words “Summer Food Service Program,” or “SFSP,” without typos in the VISTA Assignment Objectives/Goal of the Project section.

Appendix #3: Formal and informal reporting

Sponsors that receive USDA-funded AmeriCorps VISTA Summer Associates must have three custom performance measures entered into the Performance Measure Module. Those measures are listed below.

Furthermore, the USDA has requested that AmeriCorps VISTA Summer Associates and their sponsors should be strongly encouraged to provide simple supplemental reports during the Summer. These reports will be informal and outside of the eGrants system. Each AmeriCorps VISTA Summer Associate will be encouraged to provide a mid-term report at the four (4) or five (5) week point in their service.

We will also work with sponsors and Summer Associates to encourage photos and photo releases from the project. The photo release forms will be provided at a later date. The reports and photos will be provided to the USDA for use in promoting the Summer Food Service Program. The intent is to capture the story of the community/site on the ground, including their efforts and work. The USDA wants to know the story of the community, how the Summer Associate is helping, and the impact of SFSP in the community. That is, how SFSP helps children, parents, families, etc...

Performance Measures for eGrants Performance Measure Module

While the USDA-funded Summer Associate sponsors will be required to have these custom performance measure outcomes, we are also hopeful that all CNCS-funded Summer Associates working with SFSP will have these outcomes as well. An ability to roll up these measures will help us show our overall impact and help grow this program for future years.

Custom Performance Outcome 1. Number of SFSP meals served as a result of VISTA and VISTA Summer Associate activities

Instructions for states receiving USDA-funded Summer Associates – Summer 2015

Custom Performance Outcome 2. Number of new SFSP participants enrolled as a result of VISTA and VISTA Summer Associate activities

Custom Performance Outcome 3. Number of new Summer Food Service Program sites developed as a result of VISTA and VISTA Summer Associate activities

Collection of the data for these measures should not be affected by any other performance measures. That is to say, an AmeriCorps VISTA sponsor should not be concerned about double-counting a youth as a participant in SFSP for the purpose of SFSP measure #2 when the youth is also counted in a preexisting performance measure. For example, if a youth is counted in the CNCS Performance Measure “Healthy Futures H10. Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations,” then it is acceptable for that youth to also be counted in SFSP measure #2 as well.

Instructions for sponsors

All sponsors with USDA funded Summer Associates should have all three custom performance outcomes in the performance measure tab of their application. If a particular measure does not make sense according to the sponsor’s planned Summer Associate activities, the measure should still be present and with a target of zero.

The custom performance outcomes are requirements of the Interagency Agreement between CNCS and the USDA. The exact text under Custom Performance Outcome 1-3 above must be in every sponsor application by making a “Modify Awarded Slots/Members/VSYs” amendment.

NOTE: VISTA expects that each sponsor under this initiative may have different program designs, logic models and different combinations of direct service and capacity building. Normally, custom performance measures and the performance measure type are determined by the sponsor’s project design. For simplicity in meeting the requirements of the Interagency Agreement with the USDA, VISTA is suggesting the following steps.

The sponsor will have to go through the following steps in order to enter all three custom performance outcomes listed above. For this initiative only, VISTA recommends that the custom performance measures should each be entered into the performance measure module in the following manner:

Step 1. Enter or edit Summer Associate sites in the “Sites” section of the application modification on egrants.cns.gov. On the “Enter/edit a Site” screen, “Summer Associates,” should be checked. Under “Site Type,” sites that are Performance Sites or Both must be USDA registered Summer Food Service Program or Seamless Summer meal site locations.

Step 2. On the Performance Measure tab of the Performance Measure Module, sponsors select a site and enter the performance measure information for that selected site. They will also see the question, “Are you creating this Performance Measure for?” They should choose “Summer Associate”. (If they do not see this question, they will

Instructions for states receiving USDA-funded Summer Associates – Summer 2015

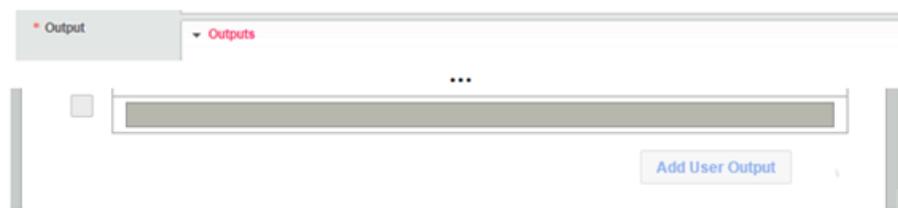
need to click “Back to eGrants Application” at the top of the screen and make sure that at least one of the Sites has the “Summer Associate” indicator box checked.)

Step 3. Once “Summer Associate” is selected, a new drop-down menu labeled “Summer Associate Service Type” will appear. Select “Direct Service.”

Step 4. Complete the Performance Measure tab for each of the three performance measures.

- a. For the Focus Areas Type drop down menu, select “Priority Focus Area.”
- b. For the Focus Area drop down menu, select “Healthy Futures.”
- c. Under the Objective, select “Obesity and Food.”

Step 5. Select a Service Activity or click next to the blank box at the bottom of the Service Activity section to create a user defined activity type. For the purposes of this initiative, the sponsor is not required to enter anything specific for service activity and the sponsor may use an existing activity or create their own. Appendix #2 lists the types of activities that are expected to take place for this initiative.



Step 6. The sponsor should fill out the “output” section in accordance with the Summer Associate’s activities that will lead to the Custom Performance Measure Outcome. For the purposes of this initiative, the sponsor is not required to enter anything specific for output and the sponsor may use an existing output or create their own.

- a. Example 1, “Output: Number of households receiving informational leaflets about SFSP site → Outcome: Number of SFSP meals served as a result of VISTA and VISTA Summer Associate activities”
- b. Example 2, “Output: Number of youth engaged in Let’s Move events collocated at SFSP meal sites → Outcome: Number of new SFSP participants enrolled as a result of VISTA and VISTA Summer Associate activities”
- c. Example 3, “Output: Number of volunteers leveraged to conduct support for new SFSP sites → Outcome: Number of new Summer Food Service Program sites developed as a result of VISTA and VISTA Summer Associate activities”

Step 7.

Instructions for states receiving USDA-funded Summer Associates – Summer 2015

The image shows three sequential screenshots of a web interface's 'Outcomes' section. Each screenshot displays a list of outcomes with a checkmark, a text input field, and an 'Add User Outcome' button. Blue arrows and numbers 1-9 indicate the steps for adding each outcome.

- Screenshot 1:** Shows the first outcome: "Number of SFSP meals served as a result of VISTA and VISTA Summer Associate activities". Step 1 points to the checkmark, step 2 points to the text input field, and step 3 points to the "Add User Outcome" button.
- Screenshot 2:** Shows the second outcome: "Number of new SFSP participants enrolled as a result of VISTA and VISTA Summer Associate activities". Step 4 points to the checkmark, step 5 points to the text input field, and step 6 points to the "Add User Outcome" button.
- Screenshot 3:** Shows the third outcome: "Number of new Summer Food Service Program sites developed as a result of VISTA and VISTA Summer Associate activities". Step 7 points to the checkmark, step 8 points to the text input field, and step 9 points to the "Add User Outcome" button.

On the scrolling section of the Performance Measure tab, scroll down to the “Outcome” section. The sponsor should enter the exact text of each of the three custom performance measure outcomes.

1. Click the check box next to the blank line.
2. Type “Number of SFSP meals served as a result of VISTA and VISTA Summer Associate activities”
3. Click “Add User Outcome”
4. Click the check box next to the blank line.
5. Type “Number of new SFSP participants enrolled as a result of VISTA and VISTA Summer Associate activities”
6. Click “Add User Outcome”
7. Click the check box next to the blank line.
8. Type “Number of new Summer Food Service Program sites developed as a result of VISTA and VISTA Summer Associate activities”
9. Click “Add User Outcome”

Step 8. Under the Data Collection section of the inside scrolling section of the performance measure tab, enter the method, instrument description and targets for the performance measure. This is allowed to vary from sponsor to sponsor. The unit of measure for the custom performance outcomes are as follows: 1. “SFSP Meals,” 2. “Youth,” 3. “SFSP sites.”

Step 9. Double check to see that all required sections are filled out and click “Add PM.”