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**MESSAGE SCREEN FOR SUMMER FOOD SERVICE PROGRAM FOR CHILDREN
JUNE 13, 2007**

Important Dates To Remember:

Claims are due the 10th of the month following the claim month.

The criteria for filing a combined claim:

- 10 days or less in the initial month of operations with the claim for the subsequent month;
- 10 days or less in the final month of operations with the claim for the preceding month; or
- Up to 3 consecutive months may be combined, as long as the combined claim only includes 10 days or less from the first and the last day of the month of program operations.

Programs that operate for less than 10 days in the final month must combine the claim for the final month with the claim for the previous month.

Site Visits: Sponsors must visit all sites at least once during the first week of operation (unless the sponsor received a waiver by the State Agency).

Site Reviews: Sponsors must review all sites at least once during the first 4 weeks of program operations. After this period, sponsors must conduct a 'reasonable' level of monitoring. If a site operates less than 4 weeks, the sponsor must conduct a review.

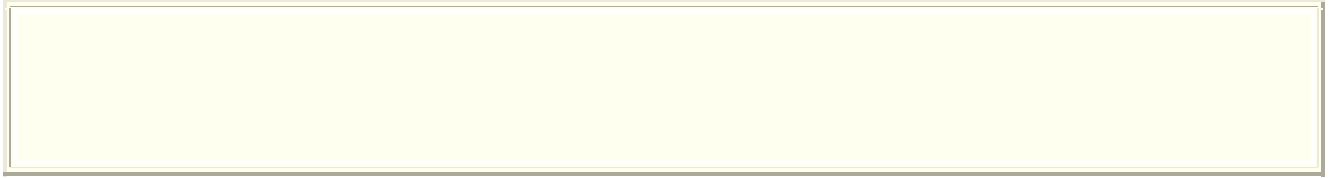
Don't Forget To Tell Us About Field Trips: If the sponsor or site is planning a field trip that affects the time or location of the meal service, the sponsor must notify the State Agency and the vendor, if applicable. If the State Agency is not notified prior to the field trip, meals may be considered "consumed off site" and not eligible for reimbursement. Sponsors must carefully ensure the safety and quality of meals by using adequate storage and equipment. Field trip meals must meet the meal pattern requirement.

'Promote Your Program' Flyers: The English and Spanish versions of the flyer at the links below may be helpful in announcing the availability of your Summer Food Service Program. All you have to do is fill in the site address and add the meal times. Consider sending the flyer home in the children's packet at the end of the school year; hanging the flyer on community bulletin boards in churches, grocery stores, WIC offices, Division of Family and Children offices, laundry mats, etc.

Please click on the link below to download the poster.

English:http://www.doe.state.in.us/food/summer/program_poster.pdf

Spanish:http://www.doe.state.in.us/food/summer/program_poster_spanish.pdf



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