



RENSSELAER COUNTY DEPARTMENT FOR YOUTH

Steven F. McLaughlin
County Executive

Pierce Hoyt
Deputy Commissioner

March 10, 2022

Dear Summer Food Program Site Administrator:

I hope this letter finds you and your staff warm and well. The Department for Youth is planning to run the 10-week Summer Food Program again this year from July 1st through August 31st. This year the 4th of July is on a Monday therefore there will no food service on Monday July 4th for the holiday observation. We will again be working with J.R. Proprietors as part of our contract and we need to start the process now. We would like to know if you plan to participate in the program this year and what meals you would like to serve. If you choose to operate, each site must serve lunch and has the option to serve a second meal of either breakfast or snack.

We understand that most of you don't know how many children you will have at this point, we ask that you give a realistic number of meals you think you might serve on a daily basis. We can always adjust the numbers at a later time if needed. We will be holding the mandatory Site Supervisor's Training for anyone that will be working in the food program (serving, accepting deliveries, ordering the meals and any substitutes you may have filling in) early in June. Details will be sent when the training is scheduled.

Remember all meals should be available to the public and each feeding location will be published as an open site for walk-ins to attend the scheduled meal times. If you are on a field please plan to accommodate any walk-ins that may come. We have not gotten any update from NYS Education Department as to whether we will be using any USDA waivers this year, and once we do will let you know.

I have attached the Intent to Operate forms, if you are returning from last year please complete the SF Intent to Operate 2022 form (Excel). For all others that **did not** operate with us last year please complete both forms. Attachment 39 (PDF) is a NYS Ed form, I am sorry some of it is repetitive but required. They require additional information than we do, I have already completed some of it for you and for some of it you may not know the answers and you can leave it blank if you don't. **Please return the completed forms no later than Thursday, March 31, 2022.**

We look forward to working with you this summer, if you have any questions or concerns; please contact Debbie Fleming at dfleming@rensco.com or 518-266-7501.

Regards,

Deputy Commissioner