

Rural Non-Congregate Application Checklist



Use this checklist to assist in planning and preparation to add Rural Non-Congregate site(s) to the online application. Refer to the [SFSP Application Manual](#) for detailed instructions.

Sponsor's applying to provide non-congregate meals may be any service institution that meets the definition of sponsor in Program regulations (7 CFR 225.2). This includes public and private nonprofit school food authorities, units of local, municipal, county or state government, tribal governments, and private, nonprofit organizations. Eligible sponsors must be in good standing in its operation of the Child Nutrition Programs and complete the [Rural Non-Congregate Meals Service](#) training, prior to completing the SFSP application.

Item	Action	Notes/Suggestions
Provide name and address of the site(s). Site must be located in a Rural Area.	Verify Rural Status of site location using the USDA Rural Designation Tool	If the rural area is 'area eligible,' meaning it is located within the attendance area of a school that has 50% of its children eligible for free and reduced-price meals OR within a census tract that qualifies, then meals for all children may be claimed for reimbursement. When the rural area is not area eligible, the sponsor is reimbursed for only the meals served to children that qualify for free and reduced-price meals.
Type of Site	Determine site type: Open, Closed Enrolled or Conditional Non-Congregate	Non-Congregate Sites using free/reduced data or census data to qualify as area eligible may be Open or Closed Enrolled. Conditional Non-Congregate Sites are not located in an area that is area eligible and must use Household Size-Income Statements OR free/reduced data obtained from a SFA to qualify.
Will the non-congregate site also serve congregate meals (Separate site application required).	The non-congregate meal cannot be the same as the congregate meal provided (i.e., if providing a congregate lunch, cannot provide a non-congregate lunch at the same time).	Allowable options include: <ul style="list-style-type: none"> • Congregate breakfast, non-congregate lunch or snack • Congregate lunch and non-congregate snack • Congregate lunch and non-congregate breakfast for the following day

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Meal Distribution Method for each site	Choose 1 method: <ul style="list-style-type: none"> • Meal pick up by Children Only • Meal Pick up by Children and/or Parent/Guardians • Home Delivery 	Guardians can also be ‘caregivers’ of the children receiving the meals. Caregivers are adults that have a caregiver relationship with the children whom they are picking up meals for and who have received permission to pick up on behalf of the family. Adults providing formal care to unrelated children (child care center or day care home) are not considered guardians.
Verification of the number of children in household + consent from household if delivering meals.	Determine the process that will be used to verify the number of children in the household. When delivering meals, also determine how consent from the household to deliver will be obtained.	Acceptable methods of verifying number of children in a household: <ul style="list-style-type: none"> • Student or Program enrollment database • In-person verification with children present • Household Income Application from the NSLP/SBP/CACFP
For Parent/Guardian Pick-up: Verification of Parent/Guardian	Determine method to be used to ensure the households picking up meals on behalf of their children have been verified and that the person picking up the meals is either the parent/guardian or a caregiver that has been given permission to pick up the meals.	Suggestions for verification of household picking up meals: <ul style="list-style-type: none"> • Enrollment roster created at time of verification and referred to during meal pick-up. If a caregiver is given permission to pick-up meals, person’s name and contact information will be included on the roster. • Staff ask the family name or phone number, number of children picking up for and compare to the verification/sign-up roster.

All Rural Non-Congregate Sponsors will be required to upload a sample menu along with storage/preparation instructions for households. Menus must indicate the specific menu items and planned portion sizes, to demonstrate that meal pattern requirements will be met. Menus must also provide a variety of items to ensure Dietary Guidelines have been met and require minimal preparation on the part of the participant.