

Summer Food Service Program (SFSP) Application Instructions Updating for Remainder of SY2020-21 Only

Remainder of SY2020-21 Only - Use these instructions if you know for certain your agency will not participate in the regular summer session (i.e. after the school year ends). This would most likely be the case if all of your sites are not area eligible without the USDA Area Eligibility Waiver, which is valid through June 30, 2021.

Application Uploads

Letter to the Health Department - continue to notify the Health Department/sanitarian when new sites are added to your Program during SY2020-21 operation. There is no need to upload a new letter if your agency is not participating in summer 2021.

Vendor Contracts - upload a new contract only if the 2020-21 vendor contract is going to expire prior to the end of SY2020-21 operation.

Sponsor Application - General Information Page

- Ensure the Authorized Rep and Secondary Contacts (name and email) are up to date
- Update the start date of operation for 2021 (i.e. January 1, 2021) through the end of your school year or no later than June 30, 2021. SFAs that do not typically qualify for SFSP, may offer SFSP meals beyond the end of their school year, but not any later than June 30, 2021, as that is when the area eligibility waiver currently ends.
- **Do NOT**
 - Request USDA Foods for SFSP
 - Request an advance in payment

Administrative Personnel Page

- Update only if there has been a change in personnel

Budget Page - Do Not Update

Sponsors Management Responsibility Page

- Update only if there has been a change in personnel

Sponsor Training Page

- Update only if there is a need to provide additional training through the end of the school year

Civil Rights Pre-Award Compliance Review Information Page - Do Not Update

Site Applications

- **ONLY DELETE** site applications for sites that you are certain will not operate in 2021.
- Ensure there is a site application **for each location where meals will be served**. If you missed one during the fall session, correct it now by adding a new site.
- Home delivered meals are allowed through June 30, 2021 and require one site application named 'Bus Route' or 'Mobile Route'
- Meals distributed at multiple locations via a bus or other vehicle, may be entered as a one site called 'Mobile Route'. All 'stop' addresses must be reported within the text box on the session page.

Existing Sites

General Info Page

- Update the start and end date of operation for each site. Enter the start date as the first day meals will be claimed at this site in 2021. The end date should not extend beyond June 30, 2021. If it is fairly certain that operation will not continue after the last day of the school year, indicate the last day of the school year as the end date.
- Site Area Eligibility does not need to be updated if not operating beyond June 30, 2021.
- Monitoring Info – the preoperational visit and first week visit dates may remain blank. A date of the scheduled review is required to be entered due to edits in the system. To proceed through the page, enter 1/1/2021 if monitoring has already been completed for the site for SY2020-21.
- Revise Meal Service Information, Meal Adjustment and Facility Info only if needed.

Operational Labor Personnel Page

- Update personnel, if needed. Dates of operation will need to be updated to be consistent with dates provided on the first page of the site application.

List of Sessions Registered Page – click on a session number to update dates of operation, etc. Delete sessions that will not operate in 2021.

Session Page

- Ensure all days of the week are checked in which meals are **provided for**, not just distribution days. Include Saturday and Sunday, if meals are provided for the weekend.
- Ensure meal service times are still accurate. Update if needed. Provide meal service times that will cover all situations when meals are served. *For Example:* If students receive breakfast from 7:30 – 8 am and lunch from 11:00 am – 1:00 pm during in person school days, but meals are distributed from 3:30 pm – 5:30 pm on virtual days, enter a meal service time of 7:30 am – 5:30 pm for both breakfast and lunch.
- Utilize the text box that says “Provide specific session details that may not be covered on the site application previously” to share information regarding the site’s meal service operation that cannot be included elsewhere. This may include information about how meals are served during in person school vs non congregate meal service and actual distribution days, if different from the days of the week meals are provided for.

New Sites

General Info Page

- Provide name of site, county, classification, site address, city, zip, phone number and name of person in charge at the site (i.e. site supervisor).
- Enter the start date as the first day meals will be claimed at this site in 2021. The end date of operation should not extend beyond June 30, 2021.
- Area Eligibility Information – enter the name of the school that qualifies the site. If the site is not located within an eligible area, enter ‘N/A’ and skip the free/reduced percentages requested.
- Indicate which USDA Programs this site typically participates in.
- Select the *Site Type*
- Select method of eligibility – If the site is not eligible as normally required, check #1 for eligibility in order to move through the page.

- Monitoring Info –only the full review prior to the end of the 4th week of operation is required for sponsors that successfully operate the NSLP and CACFP at this time, however edits in the system will require pre-operational and first week visit dates to also be entered. To proceed through the page, enter 1/1/2021 for the pre-op and first week visits. Enter the true date of the scheduled review that is to occur prior to the 4th week of operation.
- Answer the remaining questions and continue to the following page.

Operational Labor Personnel Page

- Enter position titles, salary per hour and estimated hours to be worked through the end of the school year. Dates of operation will need to be updated to be consistent with dates provided on the first page of the site application.

Session Page – Create a session page. The start and end dates should be the same as on the first page of the Site Application.

- Check all the days of the week that meals are **provided for**, not just distribution days. Include Saturday and Sunday, if meals are provided for the weekend.
- Provide meal service times that will cover all situations when meals are served. *For Example:* If students receive breakfast from 7:30 am – 8 am and lunch from 11:00 am – 1:00 pm during in person school days, but meals are distributed from 3:30 pm – 5:30 pm on virtual days, enter a meal service time of 7:30 am – 5:30 pm for both breakfast and lunch.
- Utilize the text box that says “Provide specific session details that may not be covered on the site application previously” to share information regarding the site’s meal service operation that cannot be included elsewhere. This may include information about how meals are served during in person school vs non congregate meal service and actual distribution days, if different from the days of the week meals are provided for.