

Summer Food Service Program (SFSP) Application Instructions **Updating for Remainder of SY2020-21 + Summer 2021 Operation**

Remainder of SY2020-21 + Summer 2021 Operation - Use these instructions if your agency is operating the SFSP for the remainder of this school year and/or in summer 2021. Although summer operation may be tentative, we encourage you to include as much information regarding summer 2021 at this time, as possible. Further updates can be made closer to summer.

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. A new letter to the Health Department is only required to be uploaded into the SFSP application, if participating in summer 2021. If summer operation is tentative, this may be uploaded closer to summer operation when it is actually sent to the health dept. /sanitarian.

Vendor Contracts – upload the new contract prior to expiration of the 2020 vendor contract.

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 in 2021 and potential summer end date of operation (i.e. January 1, 2021 through August 31, 2021).
- If eligible, do request SFSP USDA Foods if wishing to place an order for the one time delivery which usually occurs in June.
- If interested in receiving an advance in payment for summer operation, please select the appropriate boxes.

Administrative Personnel Page

- Update only if there has been a change in personnel

Budget Page

- Budget numbers should be updated to reflect anticipated revenue and expenses for summer operation only (i.e. the session that will operate after the regular school year has ended). The budget can be further amended closer to summer, if needed.

Sponsors Management Responsibility Page

- Update only if there has been a change in personnel

Sponsor Training Page

- Update for 2021 summer session training needs. For example, training will be provided to staff in May, 2021 for those that will be working during the summer session (i.e. after the regular school year has ended).

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. It is OK to estimate the dates of operation for summer session sites and later change the dates of operation closer to summer, if needed.
- 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 the end of the summer session 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

Site General Info Page

- Update 2021 start and end date of operation for each site.
- Site Area Eligibility – The area eligibility waiver is valid through September 30, 2021. Although the area eligibility has been waived for the entire summer for non-camp type sites, please do enter the name of the school that qualifies the site and update free/reduced data, if the site is typically located within an eligible area. Sites can use free/reduced data and/or census data to qualify for 5 years. Therefore, if current data is not available or accurate, past year's data can continue to be used for up to 5 years. If the site is not located within an eligible area, enter 'N/A' and skip the free/reduced percentages requested.
- Monitoring Info
 - Sites operating summer 2021: Update the monitoring dates for summer session operations. Only the full review prior to the end of the 4th week of the summer session operation is required for SFSP sites that operated in previous years and for sponsors that successfully operate the NSLP and CACFP.
 - Sites NOT operating summer 2021: 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.
- Under Site Location, there is now an option for both indoor and outdoor meal service.
- 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. The sum of all site operational labor salaries should be reflected as operational labor within the overall budget.

List of Sessions Registered Page – click on a session number to update dates of operation, etc. Delete sessions that will not operate in 2021. If a site is operating the remainder of this school year and again in summer 2021 and it is expected there will be a break in service between the 2 sessions of a week or more, enter the school year and summer sessions separately.

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 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.

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 and end date of operation for each site.
- Site Area Eligibility – The area eligibility waiver is valid through September 30, 2021. Although the area eligibility has been waived for the entire summer for non-camp type sites, please do enter the name of the school that qualifies the site and update free/reduced data, if the site is typically located within an eligible area. Sites can use free/reduced data and/or census data to qualify for 5 summers. Therefore, if current data is not available or accurate, past year’s data can continue to be used for up to 5 years. 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 be entered for new sites. 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 for the entire operational period. 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 separate session pages whenever there is a break of a week or more in operation.

- 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.