

SFSP Checklist During COVID-19

Updated – SFSP Requirements through June 30, 2020

Application

- Update the SFSP contract within [FNS Online Services](#) as you normally would, as changes occur. Sites, dates, meal types and service times, are especially important.
- Ensure that all sites are included in the contract. All drive thru sites require a site application. Mobile Routes may have one site application this year, but details regarding each stop must be provided to DPI (location and times of meal service). Route changes must be communicated to your assigned consultant.

Meal Service and Meal Pattern

- Meals are served to all children regardless of the child's race, color, national origin, sex, age or disability.
- The [SFSP Meal Pattern](#) is being followed, or for SFAs, the [NSLP](#), [SBP](#) and/or SFSP meal patterns are being followed.
- All components are being served for each meal.
- Deviations to the meal pattern are implemented only when the sponsor has applied, and been approved for the [Meal Pattern Flexibility Waiver](#).
- Offer Versus Serve (OVS), if implemented in a non-congregate setting, is thoughtfully planned, considered, and updated in the [SFSP application](#).
- Site is serving a maximum of 2 of the 4 meal services available (Breakfast, Lunch, Snack, Supper). Lunch and Supper cannot be served together - all other combinations are acceptable.
- If multiple meals are distributed, menus, storage and any necessary heating instructions are provided. Only one meal count form is required.
- Adult meals (if offered) are being recorded separately and are not being claimed for reimbursement.
- Meal service location is visible and easy to locate. Doors are unlocked if service is inside the building.
- The [“And Justice For All” poster](#) is on display in a prominent place.
- As a best practice, signage is displayed to the community and includes what meals are served, meal service times, dates of operation, and the [Parent Pick-up Sign](#).

Documentation

- A daily meal count of all meals served to children is maintained at this site.
 - Document by date, meal type (breakfast, lunch, supper, snack). See all prototype [Meal Count Forms](#).
 - Consolidate by site and organize to file claim.
- Meal counts are completed at the point of service. Back out counts are NOT allowed (i.e. counting the number of leftover meals from the starting meal count.)
- Daily production records and menus are maintained at this site.
- Online [SFSP Application](#) is updated with current dates of operation, meal service times, OVS, staff changes, etc. throughout the program.
- Revenue and expenses for all SFSP meals claimed during COVID-19 School Closure are allocated to the SFSP non-profit food service account. Public Schools are reported under Fund 50, Project Code 586.
- Labor on timesheets for food service and administrative staff that will be paid from SFSP funds are documented.
- All vendor invoices are kept on file.
- All other allowable expenses through invoices, mileage records, etc. are documented.

Food Safety

- Staff is healthy, no one is working while ill.
- Acceptable sanitary procedures are followed during receiving, preparing, holding, and serving meals.
- If the site does not have adequate facilities for holding meals, meals are delivered within one hour of the start of meal service.
- Food temperatures are being taken on-site. Training of staff or volunteers may be necessary.
- Cold food is at or below 41 degrees and hot food is at or above 135 degrees.
- Refrigeration equipment is in good working order and temperatures are being recorded.
- If serving meals at a non-school meal distribution site, a standard operating procedure (SOP) is available, detailing specific food safety practices. A [DPI Template](#) is available.