



## Summer Food Service Program Mini Series: Contract Updates and 2022 Operation

### Questions and Answers

The following are questions asked during the SFSP Mini Series: Contract Updates and 2022 Operation webinar, including those that could not be answered during the allotted webinar time.

- 1. Prior to COVID-19, school food authorities were able to apply for an extreme heat waiver. Is that still available, and if so, what are the details?**

USDA has not yet issued a policy memo regarding non-congregate feeding for outdoor summer meal sites experiencing excessive heat. We will notify SFSP sponsors, should that opportunity become available, along with instructions on how to apply.
- 2. If we are having an onsite summer school program and the students come through the line to pick up their meal, can the meal be eaten in the classroom?**

Yes, but you need to ensure that there is adequate staff to ensure that children are not leaving the building with their meals and all meal requirements, i.e., POS meal counts etc. are being met.
- 3. What is the deadline for submitting the SFSP contract/application?**

The contract/application is due April 8th, if you are requesting SFSP USDA Foods and/or an advance in payment. The contract/application is due May 6th, if not asking for USDA Foods and/or an advance in payment.
- 4. Do the instructions include how to enter program dates if there is a break between session?**

Yes, follow instructions on page 18 of the [Summer Food Service Program Application Manual](#).
- 5. When working in the application, does it auto save so that data is not lost? Can we work within the application intermittently or is a sit & complete at once?**

Information entered on a page is saved when you click continue. You can log out and finish later but remember to click continue prior to logging out.
- 6. If our eligible sites would have changed from prior to Covid, someone would have contacted us, correct?**

No, we do not contact you unless we are approving application updates. Site eligibility should be determined prior to updating your contract each year.
- 7. Where can I find the SFSP Consultant Assignment list?**

The SFSP Consultant Assignment List can be found on the [Materials & Resource Page](#), under the SFSP Application Process section.
- 8. Can you explain the difference between SFSP and SSO? Does this webinar apply just to SFSP?**

This webinar only applies to SFSP. To learn more about the differences between Child Nutrition summer feeding programs, you can view USDA's [Comparison of Programs, SFSP/NSLP/Seamless Option](#) chart.

**9. When do you anticipate that the recording for this session will be available?**

The recording is currently posted on the [Summer Food Service Program – Training page](#). Scroll to the very bottom to view, *SFSP Mini Series – 2022 Dates Coming Soon!*

**10. We are offering a snack instead of lunch, what is the requirement for a snack?**

A snack must contain two food items from different components. Juice cannot be served when milk is served as the only other component. Reference the SFSP Meal Pattern Chart for further information. [https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/meal\\_pattern\\_chart.pdf](https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/meal_pattern_chart.pdf)

**11. Can we put a future date for our training date in the application?**

Yes, the training dates provided in the SFSP application are a plan for training, therefore can be future dates.

**12. Can we run SSO until June 30th when switch to SFSP July 1st?**

Yes. The SSO can operate after the school year ends, however, all SSO sites must be located within eligible areas. The School Nutrition Team will have more information regarding how to apply for the summer SSO, soon.

**13. How do we find what locations are approved sites?**

Sites that have been approved in previous years can be found with the FNS Online Services, SFSP Contract. To find previous years contracts, please see page 32 of the [SFSP Application Manual](#). If you need assistance in determining which sites can be approved for future participation, please contact your [assigned consultant](#).

**14. Where do we find our free and reduced percentages?**

The Wisconsin Free/Reduced Eligibility for All Public Schools can be found on the SFSP Materials and Resources Page, under the Sponsor & Site Eligibility section: <https://dpi.wi.gov/community-nutrition/sfsp/market>. This is the most current data (2019).

**15. If we don't check the "year-round services" box in the application, we get the following validation error: *Unless otherwise approved by DPI, all SFSP sponsors with the exception of camps, are required to provide year-round service to the area or community.***

The SFSP does not have to operate the entire summer. The 'year-round services box' on the first page of the Sponsor Application, refers to the agency as a whole, not the SFSP operation. All SFSP sponsors, with the exception of camps, must provide year-round service to the community and check that box, unless specific approval has been provided by DPI.

**16. If we wanted to serve lunch and a snack do they need to eat the snack on site as well as the lunch?**

Yes, because there isn't a non-congregate feeding waiver, the SFSP regulations require that all meals be consumed on site. Sponsors may allow a child to take one fruit, vegetable or grain item offsite for later consumption without prior State agency approval. The fruit, vegetable or grain item taken offsite must be from the child's own meal or from a "share table". Sponsors should only allow this at sites where there are enough staffing to monitor this practice.

**17. Where can I find all the forms for summer school, the production record, count sheets etc.?**

All of the SFSP resources can be found on the SFSP Materials & Resources page. The Production Records are located under the Production Planning section. The meal count forms are located under the Accurate Meal Counting sections. <https://dpi.wi.gov/community-nutrition/sfsp/market>

**18. I don't have my final list of students attending, demographics. We are a residential camp, Upward Bound. Should I still submit my application or wait until May, to get a closer count?**

The application can be completed with estimates and updated closer to summer, if needed.

**19. Can you clarify please: if a school has summer school but is not within the area eligibility can we provide meals or not?**

The COVID-19 Eligibility Waiver ends when the school year ends. Schools providing summer school are required to be open, therefore, must be located within the attendance area of a school that has a free/reduced percentage of 50% or more, or within a census tract that qualifies. The SFA may provide meals to the summer school students only, using the National School Lunch and School Breakfast Programs.

**20. Best response to those asking why it's required to eat on site now?**

The SFSP Regulations require that meals be consumed onsite. Therefore, without a COVID-19 waiver for this requirement, non-congregate feeding cannot take place.

**21. Budget page: carryover funds. Are those the funds from the 2021-22 SY?**

Carryover funds would be unused SFSP reimbursement from operating the SFSP during the SY 2021-22 pandemic and/or when operating the SFSP during the summer months of 2021.

**22. If we are hosting summer school at a site that does not qualify, can we create an enrolled site? If so, what documentation is needed?**

Schools providing summer school are required to be open, therefore, must be located within the attendance area of a school that has a free/reduced percentage of 50% or more, or within a census tract that qualifies. If a school is not providing summer school, then the site may operate as closed enrolled. At least 1/2 of the children enrolled in programming at the school, must be eligible for free and reduced-price school meals, in order for all meals to be served free of charge.

**23. What happens if we have to shut down the site temporarily due to a positive COVID case?**

If it's just for a few days, that should not be an issue with your application. However, if it is going to be a week or more, please update the site application, indicating separate sessions for the break between meal service time periods. If the site permanently closes, change the end date on the all pages of the affected site application.

**24. Did the SFSP reimbursement rates change? Where can I find these rates?**

Yes, the rates are updated annually in January. You can find the current rates on the SFSP Materials and Resource page, <https://dpi.wi.gov/community-nutrition/sfsp/market>, under the Reimbursement Rates section.

**25. What is the maximum number of meals I can claim under the SFSP again?**

For non-camp sites, it is 2 meal services, in any combination other than lunch and supper on the same day. For camp and migrant sites, you may serve up to 3 meals services per day.

**26. We will be doing more field trips this summer - can you explain the field trip request process?**

You are required to notify DPI of field trips and can do that by uploading a field trip calendar that provides the date, location of the field trips, and meal type that is taken off-site. into the 'Other Documents' area after your contract is approved. There are instructions in the Application Manual on how to go about doing that.

**27. What level of detail do I need to indicate in the letter to the Health Department now that COVID may not be as much of a concern?**

Provide the location of all of your sites, dates of operation and times of meal service. Also, provide the address of any central kitchens that may not be sites. We have a sample letter located on the Materials and Resources page, under the Application section. Do be sure to update the health dept with any new sites that are added after your original communication with them.

**28. What happens if I need to change information in the contract? When do I need to do that?**

Make changes in the contract as soon as you are aware of them. Changes in meal service types or dates of operation should be made before the change occurs at the site.

**29. May meals be provided to siblings who may not be in school or do not attend school?**

Yes. If the site is approved to operate under the SFSP and operates as an open site, all children age 18 and under in that household may be served and claimed for reimbursement.

**30. Do all of my SSO claims have to be submitted before submitting my first SFSP claim?**

No. The SSO claims and the SFSP claims are totally separate claims. But, you will want to be careful in June if you are switching from SSO into SFSP that you claim the meals under the correct program.