

Summer Food Service Program – Requirements and Deadlines for 2020

UPDATED – SFSP REQUIREMENTS STARTING JULY 1, 2020

Below are requirements for SFSP operation from July 1ST through the rest of the summer.

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.
- Sites that are not located within an eligible area may be approved to continue to operate through August 31st. Update end dates of affected sites as appropriate. Revised 6/10/20.**
- Sites that operated during COVID-19 School Closure ONLY should NOT be deleted – update the end dates for those sites so they end by June 30th.**
- Continue to provide updates to your local health department/sanitarian when new sites are added to your Program.

Site Eligibility

- All open sites are operating in approved areas of documented need (determined by elementary school free/reduced data or census tract data). Sites not located in eligible areas may continue to provide meals through August 31st, if approved by DPI.
- All open sites must publicize the meal service in a way that best suits the location.
- Closed enrolled sites may use area eligibility OR establish eligibility based on enrolled children. Since many sites will not have onsite programming, verifying the free/reduced status of children enrolled in a virtual program is acceptable.
- Camps – if residential camps take place this summer, normal verification of [participant eligibility](#) is required.

Meal Service Requirements

- Ensure all meals meet the meal pattern requirements. Schools may choose to follow the SFSP meal pattern or the NSLP/SBP meal pattern. Be sure that the correct meal pattern is selected on each site application.
- Ensure meals are served during the approved meal service time.
- Implement Offer Versus Serve *only* if it can be done so following appropriate safety measures. OVS is not intended to be a way to circumvent meal pattern requirements, or eliminate specific components. If electing to implement OVS, ensure that each SFSP site application affected, indicates OVS is being used.
- If continuing drive-thru and pick-up locations and allowing adults to pick-up meals on the behalf of a children, ensure that you are following the parent pick-up policy and consider posting the [Parent Pick-up Sign](#).
- Sites can provide up to 2 different meal types (i.e. breakfast and lunch). Multiple days' worth of meals may be continue to be provided at one time. Be sure to provide menus for families so that they understand what makes up a reimbursable meal. Provide storage and any necessary heating instructions.

Production Planning

- Maintain records to verify that meal pattern requirements have been met. This is usually done via the completion of menus and production records.
- Maintain Child Nutrition Labels and/or Product Formulation Statements for pre-prepared food items that are comprised of more than one meal component.

Training

- Ensure staff and/or volunteers working directly with the SFSP have been trained. This can be done using the Sponsor's own training agenda, materials, and/or by having staff/volunteers review the [SFSP E-Learning Course](#).
- Documentation that staff/volunteers received training is required. Each E-Learning Course Lesson has a form that can be completed to receive email confirmation the lesson was completed. Sponsors can document other staff training with their own agenda and list of attendees or utilize the [DPI SFSP Training Documentation Form](#). A copy of training materials should be maintained on file.
- Provide sites with a copy of the [Site Supervisor Guide](#).
- If training was provided and documented for COVID-19 School Closure and the same staff and/or volunteers are working after June 30th, additional training is not required, unless there has been a change in operation that warrants additional training.

Monitoring

- Monitoring of sites is required, however conducting the monitoring *on site*, has been waived by USDA through August 31, 2020. If a Sponsor elects to not physically go to sites to complete the monitoring, it is expected that the site is monitored, to the extent possible, through a desk audit. Complete site monitoring (either on site or via a desk audit) as outlined below for all sites operating *after* June 30th, unless there is proper documentation to indicate that monitoring was completed during the COVID-19 School Closure time period. **Revised 6/10/20.**
 - **Pre-operational visits** (required for new and problem sites) are to be completed prior to start of site operation.
 - **First week site visits** (required for new and problems sites) are to be completed within the first week of operation for affected sites.
 - **Site reviews** (required for all sites) are to be completed within the first four weeks of SFSP operation (starting July 1st).

Example of Monitoring Schedule for Site that Operated During COVID-19 School Closure

ABC School – dates of operation 3/16/20 – 8/31/20. New Site. No monitoring during school closure was completed.

Pre-operational Visit: 6/4/20 (occurs prior to 7/1/2 which is the start of 'regular' SFSP operation)

First Week Visit: 7/02/20 (occurs during first week of 'regular' SFSP operation)

Review: 7/21/20 (occurs during 4th week of 'regular' SFSP operation)

- Document monitoring using forms found on [DPI Materials & Resources](#) webpage. Answer the questions to the best of your ability if completing a desk audit. Alternate methods of obtaining site information may be through a phone interview with staff serving and counting meals, photos of the meal served and set-up of meal service line, and collection of documents completed at the site (meal count forms, production records, etc.). If collecting photos be sure to follow privacy policies. Revised 6/10/20.
- Conduct and document follow-up visits if problems were noted during these visits/reviews.
- **Mobile Routes with one site application** – One monitoring form may be used for all stops on a route this year only. If problems occur at a particular location, be sure to specify on the monitoring form.

Civil Rights

- Issue the [SFSP Media Release](#) prior to July 1st.
- Complete the [Race/Ethnicity Form](#) for each site operating after June 30th.
 - Camps should complete one form for each session.
 - **Mobile Routes with one site application** - You may combine data from multiple serving locations for Mobile Routes on one Race/Ethnicity Form this summer only. Designate at the top of the form which locations the information has been collected for. Example: Bus 1 goes to X location, Y location, and Z location. Collect data at each location on one form. Indicate at top of form it is for locations X, Y, and Z.
 - For pick-up/drive thru sites: only collect data on children that are present at the point of service. Indicate at the bottom of the form that data was not collected for parent meal pick-ups.
 - For meals delivered to homes: complete based on observation of the child at time of delivery or using student data already obtained by the school. Added 5/28/20
- Display the '...[And Justice for All Poster](#)' within the Administrative Office and at all sites. Mobile sites can display the poster on a sidewalk board, on a cooler, attached to back of a vehicle door, etc. A poster may be printed and displayed this year, in lieu of the full size poster.

Accurate Meal Counting

- Meals are served without cost to all eligible children.
- Count the number of meal served at the **point of service**. Back out counts are NOT allowed (i.e. counting the number of leftover meals from the starting meal count).
 - If serving multiple *types* of meals at one time (i.e. breakfast and lunch), only one meal count form is required. Be sure to indicate on the top of the form that it is for both breakfast and lunch (or whichever meals are being provided).
 - If serving meals for multiple *days* at one time, only one meal count form is required. Date it the day meals are provided. Consider using the [Non-congregate Feeding – Multiple Meal Distribution Form](#).
 - Count adult meals separately on the meal count form. Adult meals are not reimbursable. Non-program Adult Meals are not an allowable cost to the Program; a non-federal funding source must pay for these meals. Program Adult Meals (served to those working directly with the operation of the SFSP) may be provided free of charge to the adult and is an allowable cost to the SFSP.
 - All Prototype Meal Count Forms can be found the [DPI Materials & Resources](#) webpage.

- Ensure there is a process for collecting meal count forms and organize them by site, to file the SFSP claim.

Program Reimbursement

- File SFSP Claims via the [FNS Online Services](#) using the [SFSP Claim Manual](#).
 - Meal counts are now entered by site. An excel file may be used to upload data, but it is not required. The ADA is automatically calculated by site, for non-camp type sites.
 - When providing multiple days' worth of meals crosses months, report the number provided for each month separately. Example: On Monday, June 29th, 5 lunches (M-F) and 4 breakfasts (T- F) were provided for June 29, 30, July 1, 2, and 3rd to 100 children. This is a total 500 lunches and 400 breakfasts for the week. Report 200 lunches (for June 29 and 30) and 100 breakfasts (for June 30) in June. The remaining 300 lunches and 300 breakfasts are reported in July.
- [2020 Reimbursement Rates](#)

Financial Management

- Allocate all revenue and expenses for SFSP meals claimed during COVID-19 School Closure through then end of the summer to the SFSP non-profit food service account. Public School must report under Fund 50, Project Code 586.
- Document labor on timesheets for food service and administrative staff that will be paid from SFSP funds.
- Document all other allowable expenses through invoices, mileage records, etc.