

Summer Food Service Program – Requirements and Deadlines

UPDATED – SFSP REQUIREMENTS JULY 1, 2020 THROUGH JUNE 30, 2021

See the [SFSP webpages](#) for all SFSP related information and the [COVID-19 Emergency Summer Meals webpages](#) to read the full USDA Waivers, Guidance and DPI Q&As.

Application

- Update the SFSP contract within [FNS Online Services](#), as changes occur. Sites, dates, meal types and service times, are especially important. Please review and follow the guidance provided in the [SFSP Application Updates for SY 2020-21](#).
- Revisions of operational dates of the 2020-21 SY, extending past December 31st, due to the most recent waiver extensions, are to be completed in January 2021.
- Continue to provide updates to your local health department/sanitarian when new sites are added to your Program.

Site Eligibility

- All area eligibility requirements (determined by free/reduced school free/reduced data and census data) have been waived through June 30th, 2021. Therefore sites may be operated in all areas, however sponsors operating sites in what would be ineligible areas must have a plan in place so that meal distribution methods more directly target households of enrolled students who are eligible for free or reduced price meals. Ensure this is done in a way that does not overtly disclose student eligibility.
- All sponsors, including schools, may operate open, restricted open, and/or closed enrolled sites during the 2020-21 SY. All open sites must publicize the meal service in a way that best suits the location.
 - Open - all children 18 years old and under eat free. With this option, meals must be made available to the community for children 18 and under.
 - Restricted Open - sites that meet the open site criteria, explained above, but are later restricted for safety, control, or security reasons. Serves children age 18 and under. An example might be making meals available to other household members (age 18 and under) of enrolled students.
 - Closed Enrolled - A closed enrolled site is a site that serves only an identified group of children age 18 and under, who are participating in a specific program or activity.
- Sponsors may choose to operate different types of sites at various locations based on programming and needs of the community. For example, a School District with 4 schools may choose to operate one school as an open site, providing meals to children attending school in person and to virtual students and other children in the community not enrolled in school. The other sites may operate as closed enrolled, only serving students attending classes in person.

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.
- The Meal Pattern Flexibility waiver extends previously approved waivers and allows agencies to submit waiver requests if experiencing supply disruptions for one or more components that begin during this extended period. A [Meal Pattern Flexibility Waiver](#) should only be completed if your Agency is currently experiencing a difficulty procuring and serving one or more components per meal pattern requirements. You do not need to resubmit a waiver form for meal pattern flexibility on components already approved if still experiencing these same supply disruptions.
- Ensure meals are served during the approved meal service time. Meal service times may be planned for an extended period of time to accommodate all meal services taking place (i.e. breakfast and lunch 7 am – 5 pm).
- 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 providing meals via drive-thru and at pick-up locations, it is allowed for adults (parents/guardians) to pick-up meals on the behalf of a children. Utilize the Parent/Guardian pick-up policy and post the [Parent Pick-up Sign](#).
- To further promote Program integrity, distribute and use messaging such as what is provided in the [One Stop Only Flyer](#) to families, when multiple open sites are operating within the same community.
- 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 previously this year and the same staff and/or volunteers are working this fall, 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, 2021. 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.
 - **Pre-operational visits:** Required for new sites of sponsors that have *not* participated in NSLP or CACFP and for problems sites. These are to be completed prior to start of site operation.
 - **First week site visits:** Required for new sites of sponsors that have *not* participated in NSLP or CACFP and for problems sites. These are to be completed within the first week of operation for affected sites.
 - **Site reviews:** Required for all sites. These are to be completed within the first four weeks of SFSP operation.

Example: ABC School that participated in NSLP – dates of operation 9/01/20 –6/04/21. New Site.

Pre-operational Visit: N/A

First Week Visit: N/A

Review: 9/15/20 (occurs prior to end of 4th week of 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.

- 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](#), if it has not been issued yet this calendar year.
- Complete the [Race/Ethnicity Form](#) once for each site operating after June 30th.
 - **Mobile Routes with one site application** - You may combine data from multiple serving locations for Mobile Routes on one Race/Ethnicity Form. 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.
- 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. Schools serving in classrooms may display the poster in a public area of the building, rather than in each classroom.

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.
- Claim for meals within the month they were intended to be consumed. For example, if meals are provided on Monday, September 28th for the entire week (through October 2nd), only report the meals that were intended to be consumed through September 30th on the September claim.

Program Reimbursement

- File SFSP Claims via the [FNS Online Services](#) using the [SFSP Claim Manual](#).
 - Meal counts are 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](#) – these rates are valid through December, 2020. New rates of reimbursement for the 2021 calendar year are expected to be released by USDA in January.

Financial Management

- Allocate all revenue and expenses for SFSP meals claimed during COVID-19 School Closure through the end date of operation 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.