

## Summer Food Service Program (SFSP) Application Instructions Updating for SY 2020-21

Please follow the guidance below on how to update the SFSP application (contract) for operation this fall. Further instructions will be provided for 2021 updates later this fall.

### Fall Session (operation through 12/31/20)

#### Sponsor Application - General Information Page

- Ensure the Authorized Rep and Secondary Contacts (name and email) are up to date
- Update the **End Date** of operation to 12/31/2020
- **Do NOT**
  - change the number of operating days on the first page
  - update the budget
  - update the training page
  - update the civil rights page

#### Site Applications

- **DO NOT DELETE** any site applications for sites that provided meals at any point in time during this calendar year. The SFSP contract is for the calendar year, not Fiscal Year or School Year.
- Ensure there is a site application **for each location where meals will be served**. If you missed this for summer operation, correct it now.
- Home delivered meals 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

- Update the **END Date** of operation to 12/31/2020 on all pages
- Update the monitoring dates **ONLY** if the site monitoring has NOT been completed yet for the site for the calendar year.
  - Only the full review prior to the end of the 4<sup>th</sup> week of operation is required for SFSP sites that operated in previous years and for sponsors that successfully operate the NSLP and CACFP.
- Session Page:
  - If there is a break of more than a week between the summer session and fall session, add a new session to cover the fall dates.
  - 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 situation when meals are served. *For Example:* If students receive breakfast from 7:30 – 8 am and lunch from 11:00 am – 1:00 pm during in person school days, but meals are distributed from 3:30 – 5:30 pm on virtual days, enter a meal service time of 7:30 am – 5:30 pm for both breakfast and lunch.

#### New Sites

- 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 date as the first day meals will be claimed at this site. The end date of operation should be 12/31/2020.

- Geographic Information – enter the name of the school that qualifies the site. 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 Information - only the full review prior to the end of the 4<sup>th</sup> week of operation is required for sponsors that successfully operate the NSLP and CACFP. This change in monitoring requirements for new sites is based on the nationwide waiver to reduce administrative burden and ensure proper social distancing safety measures during the public health emergency. Enter the date of the scheduled review in the pre-op, first week visit AND review fields. Edits in the system require dates to be submitted for new and problem sites.
- All other sites require the pre-op, first week visit, and full review.
- 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 the end of the calendar year.
- Session Page – Create a session page for the fall session. The start and end dates should be the same as on the first page of the Site Application.
  - 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 – 8 am and lunch from 11:00 am – 1:00 pm during in person school days, but meals are distributed from 3:30 – 5:30 pm on virtual days, enter a meal service time of 7:30 am – 5:30 pm for both breakfast and lunch.