

## MEMORANDUM

TO: Business Managers, Food Service Managers/Directors & Summer Food Service Program Administrators

FROM: Rosie Krueger, State Director of Child Nutrition Programs

SUBJECT: Coronavirus Relief Funds (CRF) for Summer Food Service Program Sponsors

DATE: July 8, 2020

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### Overview

The Governor signed H. 965 into law on July 2, 2020. This legislation allows for distribution of up to \$12 million of the Coronavirus Relief Funds (CRF) appropriated to the Agency of Education (AOE) to Summer Food Service Program (SFSP) Sponsors for the purposes of continuing meal delivery services to children during the months of June, July, and August 2020. The AOE will be making these funds available to SFSP sponsors, including School Food Authorities, who operated the SFSP in June, July, or August 2020. At a future date, the AOE will allow sponsors to begin submitting documentation costs incurred for reimbursement and will create grant agreements to reimburse for these costs. The AOE will soon provide specific information on coding and documentation required for audit purposes. Please see the list below of allowable costs for reimbursement from these funds. Equipment and other durable items purchased with these funds must remain the property of the child nutrition program but may continue to be used for meal service beyond August 2020. If more requests are submitted than available funds, the AOE will fund all June 2020 costs first, then will pro-rate the remaining requests based on funds available for all requests made. Per H. 965, these funds shall not be subtracted from a district's first and second fiscal year 2021 education fund payments.

### Allowable costs for purposes of continuing meal delivery services to children during the months of June, July, and August:

1. Packaging equipment, including tray sealers, shrink wrap machines, and other packaging machines
2. Equipment and small-wares for storing and moving unitized meals (carts, rolling racks, dollies, crates, bins, hotel pans, trays for carrying multiple meals)
3. Hot holders for keeping meals warm
4. Coolers for transporting meals
5. Refrigeration and freezer units for storing meals
6. Milk coolers



7. Blast chiller/freezers for quickly cooling meals to refrigerator/freezer temperature
8. Ice packs
9. Meal packaging supplies, including disposable trays, bags, boxes, clam shells, cartons, cups, bowls and lids, tape, cling film, paper wrapping
10. Sanitizing supplies
11. Nonmedical personal protective equipment, including gloves, masks, aprons
12. Health and safety modifications for meal preparation and distribution facilities, including plexiglass barriers/sneeze guards for kitchen works stations or distribution areas, and work tables to expand work areas for social distancing
13. Meal counting equipment/software for counting meals distributed, including: point of sale equipment, tablets or laptops used for POS software, point of sale software, clicker counters, clipboards
14. Printing of notices and signage regarding meal distribution, including signage for distribution vehicles or distribution locations, and notices that go in meals about the meal service
15. Advertising costs to make households aware of distributions
16. Salaries, overtime, and contracted costs associated with packaging and distributing meals, and for planning and administration of meal delivery
17. Operating or leasing costs for delivery vehicles used to deliver meals, including costs for busing meals to households or distribution points
18. Mileage for meal delivery
19. Postage costs for mailing meals or mailing information about meal availability
20. Trash/compost costs associated with meal delivery

**Unallowable cost:**

1. Food costs
2. Staff hours spent prepping or cooking meals (however, packaging time is allowable)
3. Vehicle purchases

Food costs and staff hours for prepping and cooking meals should be covered by USDA per-meal reimbursement.