

Summer Food Service Program (SFSP) Fall 2020 Operation Program Year 2021 Application Packet Instructions

As the Summer Food Service Program (SFSP) operates on a federal fiscal year of October 1st to September 30th, if the SFA or sponsor chooses to participate in the SFSP during the first half of School Year 2020-2021, from October 1st to December 31st, the organization must have an approved FY2021 SFSP Application Packet on file. The application must be completed in the [CNP online system](#). Once the user has logged into the CNP system, select the red tile labeled 'Summer Food Service Program' in the bottom left corner. The system will automatically default to Program Year 2020-2021; however, users should ensure the application is completed in the correct year.

The FY2021 SFSP Application Packet must be submitted by September 25, 2020 to allow Child Nutrition Programs staff enough time to review and approve the packets by October 1, 2020.

Outlined below are important reminders when completing the SFSP Application Packet. Reference this document throughout the Application Packet process.

Organization Application

- In the Sponsor Administrator, SFSP Director or Contact Person, Claims Contact, Food Service Contact, or Monitoring Contact sections, indicate an Authorized Signer. The signer cannot be a Food Service Management Company (FSMC) employee.
- It must be indicated that someone from the organization has received the mandatory SFSP training from the State agency. This can be indicated in the Sponsor Administrator or SFSP Director or Contact Person sections. If neither of these persons participated in the sponsor training from the State agency, questions 22 and 23 of the Training Attendance section must be answered.
 - For sponsors that completed the SFSP Sponsor Training for Summer 2020 operation, please put the date this training was completed. If staff participated in the live Summer Meals Sponsor Training webinar, enter June 9, 2020.
 - If staff watched the [recording](#) at a later date, enter the date the recording was viewed.
 - For sponsors that did not operate during Summer 2020, staff must watch the [recording](#) or read through the [Summer Meals Sponsor Training Fall 2020](#). For either method of training, enter the date of completion.
- In questions 24 & 26, Racial and Ethnic Data must be entered for the county in which the site is located. In questions 25 & 27, Racial and Ethnic Data must be entered for the organization. These questions must include numbers of students/children, not percentages. These questions should not add up to 100, unless there are 100 students/children at the organization. Please use the same information entered in the Organization Application of your School Nutrition Programs Application Packet.



- In the Training Sessions section, in question 39, enter the planned date to provide the SFSP training to all other individuals involved in program operation and implementation. In question 38, enter the name of the person responsible for providing the training or ensuring that it is completed. In question 37, enter the name of the group that needs to receive training, such as “SFSP Program Staff” or “Food Service Personnel and Teachers”, or whatever the appropriate name may be. If teachers are involved in meal counting, they must receive [Civil Rights Training](#) and SFSP training.
- Question 42. “Does your agency provide year-round public services to the community(ies) other than operating the SFSP?”
 - If the answer is “yes”, then in question 43, please write “School Food Authority” or “Non-Profit Organization”, as applicable.
 - If the answer is “no”, then in question 43, please write “School Food Authority” or “Non-Profit Organization”, as applicable.

Budget Detail

- The Operating Reimbursement and Administrative Reimbursement sections of the Budget Detail populate based on information entered in the Site Applications. It multiplies the projected Average Daily Participation for each meal service by the days of operation and by the applicable reimbursement rate.
- Please make the best educated projection for the budget. The costs should be based on operation from October 1, 2020 to December 31, 2020.
- If non-program adult meals will be offered at no cost, a member of the Child Nutrition Programs team will ask what other funding sources will pay for these non-allowable costs. This could include selling meals or non-federal funds.

Food Production Facility List

- This section is required for sites with FSMCs or Central Kitchens that will send meals to other locations. For FSMC sites, select “Vended” from the drop-down menu in question 1.

Checklist Summary

The Checklist Summary will generate a request for additional documents that must be submitted for review. Once these documents are uploaded into the Checklist Summary, the sponsor must check the box next to each item titled, “Document submitted to state”.

- Upload [Mock Health Department Letter Fall 2020](#) to the checklist item called “Letter to Department of Health”. This letter should not be sent anywhere. The State agency will notify the Health Department of operation on behalf of sponsors.
- Upload a brief description of how the SFA or sponsor will notify households that meals will be provided at no cost to the checklist item called “Media Release”.

Site Applications

- Complete a Site Application for each of the sites where meals are served.
- In question 4, indicate the correct site county.
- In question 17, select the meal types to be served at the site. Note: sponsors cannot receive SFSP reimbursement for lunch and supper in the same day at the same site.

- In question 23, please answer “No”.
- In question 24, if site did not operate last year, a date must be entered for the pre-operational visit in question 26. Please enter a day before the start of operation. The pre-operational review is not required during Fall 2020 operation, but this question must be answered for new sites.
- In question 28, select “Open” or “Closed-Enrolled in a Needy Area”.
 - Open sites can serve meals at no cost to all children, 18 and under. Schools following a hybrid model of in-person and remote instruction, and offering non-congregate meals, either in a grab and go and/or delivery style, are encouraged to consider operating as an open site in order to serve meals to all children in the community, such as siblings and homeschooled students, not just those children enrolled in the school.
 - Closed-Enrolled sites serve meals at no cost to a set population of children. Schools providing 100% in-person instruction may only want to serve children enrolled in the school, in which an “Closed-Enrolled in a Needy Area” site would be operated. In this case, meals would not be available from that site for younger siblings, homeschooled children, or children who normally attend schools that are further away.
- In question 29, the Eligibility Method will be “School Data”, unless otherwise instructed by Child Nutrition Programs staff to use “Census Data”.

If the site qualifies through School Data:

Eligibility Method: “School Data”.

For School District: please enter the SU or SD name.

For School Name: please enter the school name.

For Percentage of Enrollment Eligible for Free and Reduced-price Meals: please enter the school’s official 2019-2020 Free and Reduced percentage, which can be found in the [Free and Reduced Report](#) on our Child Nutrition Programs webpage, unless the school hit 50% in any month from November 2019 to June 2020.

For Program Year of School Data: select 2019-2020 from the drop-down menu.

Schools under 50% free and reduced, will receive a warning message that “The school’s free and reduced percentage must be greater than or equal to 50%”. This is only a “warning”, not an “error” and will not prevent you from saving and submitting.

Code	Warning Description
203218	The school’s free and reduced percentage must be greater than or equal to 50%.

If the site qualifies through Census Data:

Eligibility Method: “Census Data”

For Block Number: please the 12-digit Block Group number on the screenshot.

For Group Number: please enter the 11-digit Census Tract number on the screenshot.

Percentage of Needy Children: please enter the SFSP: Percent 0-18-year-olds eligible. If that number is not 50% or above, please enter the number listed for CACFP: Percent 0-12-year-olds eligible. Child Nutrition Programs will provide a

copy of the screenshot of the FRAC Summer Food Mapper or USDA Area Eligibility Mapper to upload to the “Checklist Summary” section for the site.

- If the site is “Closed-Enrolled in a Needy Area” questions 30 and 31 must be answered. For schools, to answer question 30, select “Other” and then write in “School”.
- For question 32, sites may select “Cafeteria Style”, “Unitized meal”, or may select “Other (provide explanation)” and indicate “Bulk meals” or a combination of styles in the box.
 - Sponsors with a FMSC or vended meals agreement must submit a [SFSP Unitized Meal Waiver](#) if they wish to serve bulk meals or non-unitized meals.
- For question 33, the answer will likely be “No” as most sites will be doing the Serve model of meal service, but if a pre-order system has been implemented, the site may consider Offer vs. Serve (OVS).
- In question 37, first week visits are not required for sites that operated successfully in the previous year and sponsors that successfully participate in the CACFP or the NSLP.
- Question 42 does not need to be answered for “Open” and “Closed-Enrolled in Needy Area” sites.
- For each meal service, click “Calendar”, which will open a new window. Select the meal serving dates, by entering in the start and end dates of operation and the days of operation. Click the “Update Calendar” button and then click the “Save and Close” button. This will take you back to the Site Application main screen, click the “Refresh from Calendar” button to pull this information into the Site Application. The start of operation should be October 1, 2020 and the end date of operation should be December 31, 2020.
- For each meal service, in questions B4 for breakfast and L4 for lunch, the projected average daily attendance must be entered, please enter the school’s Total Enrollment for the month.
- For each meal service, in questions B4 for breakfast and L4 for lunch, select the appropriate “Meal Service Method”. If a FSMC provides meals for any site, whether the meals are prepared on-site or come from a central kitchen, “Vended by Food Service Management Company (FSMC)” must be selected.
 - Satellite Site – Receives meals from a (central kitchen)
 - Self-Prep – Prepares on site and serves on site
 - Vended by School Food Authority (SFA) – meals are purchased from a school
 - Vended by Food Service Management Company (FSMC) – site with a FSMC contract providing meals
 - Vended by another SFSP Sponsor – meals purchased from another sponsor
- For each meal service, in questions B6 for breakfast and L6 for lunch, the projected “Average Daily Participation (non-camp only)” must be entered. It is recommended that this number be at least the total enrollment of the school for school sites.
- In question 43, if the site plans to do some form of non-congregate meals, including grab and go, delivery and/or a hybrid model of meals consumed in school and off-site, please put a brief description in the box provided.

- In question 46, if the site receives meals from a central kitchen and/or receives meals from a FSMC, this question must be completed. The drop-down menu will populate once a Food Production Facility has been complete. If the meals are coming from another kitchen, questions 47-50 must be answered, as well.
- In question 51, in the “Advertisement Date(s)” box, enter the date advertised.
- In question 52, select the appropriate method of advertising, whether it be website, email, newsletter, etc.

*Information contained in this document is subject to additional guidance from the USDA and pieces of the SFSP Application Packet may need to be revised.

This institution is an equal opportunity provider.