

## **2023 Summer Food Service Program (SFSP) Application Packet Overview**

Summer Food Service Program (SFSP) sponsors that wish to participate in the Program in Summer 2023 must have an approved 2022-2023 SFSP Application Packet on file. The SFSP Application Packet must be submitted in the [Harvest Child Nutrition System](#) by **June 1<sup>st</sup>, 2023** and approved by the State agency prior to the beginning of Program operation. New sites may be submitted after that date at any time throughout the summer.

Once the user has logged into the system, select 'Applications' in the upper left corner. Be sure to select program year 2022-2023.

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

The system has a "Messages" tab that will display errors and show if any tabs were unvisited.

Updates to the application packet in Summer 2023 are based on the following:

- [Streamlining Requirements and Improving Integrity in the SFSP Final Rule](#)
- [SP 01-2023, SP 05-2023 Implementation Guidance](#): Summer 2023 Non-Congregate Meal Service in Rural Areas-Revised
- [SFSP 07-2023, SP 14-2023](#) Questions and Answers #2: Summer 2023 Non-Congregate Meal Service in Rural Areas.

### **Organization Profile**

Organizations applying to participate in the SFSP must have a complete Organization Profile in the Harvest Child Nutrition System. School Food Authorities (SFAs) and organizations which operate other Child Nutrition Programs (CNP) may already have a completed Organization Profile on file for the current year. These organizations should still review their Organization Profile to ensure information is up-to-date and accurate.

In Organization Profile Page 1, the organization must indicate the county in which the sponsor office is located, the SAM UEI, and the SAM UEI expiration date. This number is formerly known as the DUNS number, but transitioned to the SAM UEI. This number is registered in SAM.gov, the federal database that indicates entities have not been suspended and disbarred from receiving federal funds. Please see the [SAM UEI Transition Presentation](#) for more information. Returning sponsors should already have a registered DUNS number in SAM.gov, and an automatically assigned SAM UEI from the U.S. General Services Administration (GSA). The organization must also upload a copy of the SAM.gov Entity Registration within this tab. For information on how to register for a SAM UEI, please refer to [Get Started with Registration and the Unique Entity ID](#) on SAM.gov. The organization must also indicate their highest level of contact in the Organization Profile Page 1.

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In Organization Profile Page 2, the organization must indicate whether they contract with a Food Service Management Company (FSMC). Organizations contracting with a FSMC must fill out the information related to their contract, including the primary contact, beginning and end dates of the contract, and contract year.

In Organization Profile Page 3, the organization must select the Program(s) they will be participating in (SFSP must be selected) and their "Type of Agency". If "Residential Camp", "Non-Residential Summer Camp", or "Private Non-Profit" are selected, a message will appear stating, "Must have tax exempt status with the Internal Revenue Service and be a 501c(3) organization. Religious organizations should upload tax exempt letter."

Please upload your 501c(3) letter from the IRS here. Valid file types are: doc, docx, xls, xlsx, pdf.

Choose a file or drag it here.

Once the information has been entered into each tab of the Organization Profile, navigate to the Acknowledgement and Certification tab to submit, and check the box "I attest that all information here is correct and complete". If you have a Food Service Management Company contract, as indicated in Organization Profile Page 2, it will also state, "Submission of this Organization Profile will be automatically accepted without AOE review. However, this does not constitute approval of the FSMC agreement. The FSMC review must be completed and approved by AOE prior to any claims processing for the school year that matches the year of this Organization Profile."

The Organization Profile will be automatically accepted by the system.

## Organization Application

To access the SFSP Application Packet in the Harvest system, select "Applications" in the upper left corner, select program year 2022-2023, and select "Create Application for 2022-2023" under Summer Food Service Program. If the SFA operated the program last year, a message will pop up asking, "Would you like to preload the application with last year's data, if it exists? Copying data from the prior year may take a while if you have a lot of sites." Please be sure to update any necessary information, including current dates and contact information, and pay particular attention to the new questions added to the packet.

Please note that for sites that have their information carried over, the status of the site will show as "In Progress".

\*In summer 2023, there were name updates made to approximately 45 returning sites to align the site name with the version in the most recent School Nutrition Programs Application Packet. This will require the sponsor to enter the site information from scratch. We apologize for the inconvenience and additional work, but name consistency is important, especially for SFA sponsors, as the "Site Type and Eligibility" tab pulls the most recent Free and Reduced % for school's sites from the Site Enrollment Data Collection, if there is a corresponding site listed.

Site Applications or Meal Preparation Facilities from the packet that will not be operating in the current year can be deleted. The options in the Action column will be to "Open" or "Delete" the

site(s). If you select “Delete”, a warning message will appear that asks, “Are you sure want to delete the site application?” If you select “No”, the system will continue to display the screen with the list of Site Applications. If you select “Yes”, the site Status will show as Deleted and the Action will show the option to “Start” the site.

### **Org Info**

- In “Begin Date” and “End Date”, enter the start and end dates for all the sites. The program cannot begin until after the school year is over and must end before the next school year begins.
- Enter the “Physical Address” and the “Mailing Address” for the central office of the SFA or the sponsor’s main office.
- “Does your program operate in more than one state?” If “Yes”, enter the name of the other state(s). Per [SFSP 01-2014](#), Sponsors Operating in Multiple States in the Summer Food Service Program, there are specific requirements for multi-state sponsors.

### **Contact Info**

- Enter the names and contact information for the different positions. Please ensure names and email addresses are spelled correctly and phone numbers include extensions, if applicable. The “Monitoring Contact” should be different than the “SFSP Director or Contact Person”. This is an important separation of duties.

### **Ethnic and Racial Data**

- Using the link provided in the instructions, the organization must search for the county in which the Sponsor’s office is located to obtain ethnic and racial data of the population in that geographical area. This information must be entered for both Ethnicity and Race. Ethnicity and race are separate categories.

### **Outreach**

- This tab includes questions related to the civil rights requirements to have an effective public notification system and to not discriminate based on the protected bases.

### **Training**

- The Sponsor must indicate the individual from the organization that has received the mandatory SFSP training from the State agency, “Did the Sponsor Administrator, SFSP Director or Contact Person, attend this year’s state training?” The positions listed in this question are all fields in the “Contact Info” tab. If none of the individuals named in those fields in the “Contact Info” tab attended the training, please provide the name of the sponsor representative that did attend training.
  - If staff participated in the live Summer Meals Sponsor Training webinar on April 18<sup>th</sup>, 2023, enter that date in the text box. If they watched the recording, enter the date of viewing.
  - Staff must watch the recording or read through Summer Meals Training Summer 2023. For either method of training, enter the date of completion.

- Enter the planned date to provide the SFSP training to all other individuals involved in program operation and implementation and the name of the person responsible for providing the training or ensuring that it is completed.

## **Advances**

- Advance requests are addressed in detail in the Summer Meals Sponsor Training. Please note if the advance provided exceeds the claim for reimbursement, the sponsor must repay the difference.

## **General Questions**

- “Does the sponsor wish to receive USDA Foods/Commodities? (Eligibility is determined by State agency).” For eligible returning sponsors that answer “Yes”, allocations will be based on meal counts from the previous Summer 2022. For eligible new sponsors that answer “Yes”, allocations will be based on Summer 2023 projected meal counts in the operating reimbursement section of the “Budget” tab.
- “Does your agency provide year-round public services to the community other than operating the SFSP?” SFA sponsors should answer “Yes” and put “School Food Authority (SFA)” in response to the question “If Yes, describe the nature of the service.”

## **Meal Preparation Facilities**

- For sites with vended meals agreements, Food Service Management Company (FSMC) contracts, and/or central kitchens that will send meals to other locations, answer “yes” to the question, “Do you have central or vended meal preparation facilities to document?”
- To create a new facility, select “Add Facility” on the far right of the screen. For self-preparation central kitchens, select “Self-prepared Central Kitchen”. For FSMC sites, select “Vended by Food Service Management Company (FSMC)”.

## **Site Application(s)**

Complete a Site Application for each site where meals are served (if non-congregate delivered meals are provided, the site is the location where the meals are prepared).

Site information can be updated throughout the summer, however, it must be submitted and approved prior to implementation. It is critical that Site Applications contain the most up to date information possible, as this information is regularly provided to the USDA and open site information is used to populate the [USDA Meals for Kids Site Finder](#) and Hunger Free Vermont’s list of sites.

New sites can be added at any time throughout the summer, however, no reimbursement will be received for meals served at these sites prior to the approval of the Site Application.

## Site Info

- Be sure to include the correct site county in the Physical Address. This is a factor in determining the applicable reimbursement rate and whether non-congregate meal service is allowed.
- “Please explain how meal service areas are accessible to people with disabilities. This includes physical accessibility, meal modifications, and other ways to ensure persons with disabilities can receive meals.” We are looking for responses such as whether the site is ADA compliant, if there are ramps or elevators for people with mobility disabilities, that there are procedures to request meal modifications, and other ways people with disabilities are able to receive meals from the site.

## Site Type and Eligibility

- In the Tax Status question, if the site is “For-Profit”, it must be open or restricted open, and the meals cannot be prepared on-site.
- “Is your site an academic summer school? Academic summer schools are programs that are operated by an SFA/school that students are required to attend or would result in a grade on the student’s transcript.” Closed-Enrolled sites cannot just serve academic summer school programs. Most programs in Vermont are considered “enrichment” rather than “academic” programs.
- If the site did not operate last year, a date must be entered for the pre-operational review. Sponsors must conduct the pre-operational review prior to the start of Program operation.
- In the Site Location section, the site county will re-display from the “Site Info” tab. Select whether the site is “Urban” or “Rural”. Refer to the [USDA Rural Designation Mapper](#) to determine if your area is considered Rural or Urban.
- You may also select rural if you were notified by the State agency that you are located in a “pocket” within a Metropolitan Statistical Area which is determined to be geographically isolated from urban areas as per “7 CFR 225.2 Definitions *Rural*.” If operating non-congregate meal service, these sites may only offer grab and go meals, not delivery. The following sites have been designated as rural pockets for Summer 2023 operation:
  - Alburgh Community Education Center
  - Bellows Free Academy- Fairfax
  - Berkshire Leaps
  - Enosburg Elementary School
  - Enosburg LEAPS
  - Enosburg Library
  - Enosburg Middle/High School
  - Enosburgh Opera House
  - Fairfield Center School
  - Fletcher Elementary School
  - Franklin Elementary School
  - Georgia Elementary and Middle School
  - Grand Isle School

- Highgate Elementary School
- Missisquoi Valley Union High School
- Montgomery Rec Center
- North Hero School
- Notch
- Notch Richford
- Richford Elementary Leaps
- Richford High School
- Swanton Elementary School
- In the SITE TYPE section:
  - Closed-Enrolled sites based on area eligibility must explain why a closed-enrolled site, rather than an Open site is being operated, to ensure that program access is not limited. Reasons could include limited staff, space capacity, or safety concerns.
  - For “Open Site Using School Data”, “Open Site Using Census Data”, “Restricted Open”, and “Closed Enrolled” sites, it will ask “Is the site only providing non-congregate meals?”, if “Yes”, the Meal Service Operation tab does not need to be completed, and a message will appear that states, “Based on your site type, you are not required to complete this page.” The information that would have been answered in this tab will now be captured in the “Non-Congregate” tab.
  - If the site is not in an area eligible location, and you would like to just provide non-congregate meals to free and reduced-price eligible children only, please select, “Non-Area Eligible Non-Congregate Meal Service for Free and Reduced Eligible Children”. Must maintain confidentiality and anonymity and prevent overt identification of benefit statuses.
  - If the site is using School Data or Census Data to establish an Open, Open Restricted, or Closed-Enrolled site, work with Jamie Curley, [jamie.curley@vermont.gov](mailto:jamie.curley@vermont.gov), to determine which information to use.

### **If the site qualifies through School Data:**

If the site is located at a school with 50% or more Free and Reduced-Price eligibility in the most recent Site Enrollment Report, the system will automatically populate this information.

If this is not the case, the system will ask “Are you using an alternate option as instructed by the State agency?” This option should only be selected with explicit permission from the State agency. If not, please select “No” and proceed to the other options.

The site may use:

A subsequent month where a school is eligible. Enter the month, F&R%, school name, SFA name, and program year of school data.

If the site is not located at a school, but in the attendance area of a 50% or more F&R school, or if the site is a school using a different school’s free and reduced-price information, enter the following:



### **Month and Year of Eligibility, Percentage, and Program Year of School Data:**

If using the school's official Free and Reduced percentage from the current year on the Child Nutrition Programs [Free and Reduced Eligibility Report](#), put 10/31/2022 as the month and year of eligibility and 2022-2023 as the program year of school data.

If the school reaches 50% or more free and reduced eligibility in any month from November 2022 to June 2023, that percentage may be used instead of the official number from the Free and Reduced Eligibility Report. Enter that month and year in the month and year of eligibility. The day does not matter in this case. Enter 2022-2023 as the program year of school data. If the school's official Free and Reduced percentage from a previous year is used, using the 5-year flexibility provision, put 10/31 and the relevant year in the month and year of eligibility and the applicable program year in the program year of school data.

**School Name:** Enter the school's name.

**SFA Name:** Enter the SU or SD name.

### **If the site qualifies through Census Data:**

**Percentage of Eligible Children:** 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.

If this is not the case, the system will ask "Are you using an alternate option as instructed by the State agency?" This option should only be selected with explicit permission from the State agency. If not, please select "No" and proceed to the other questions.

**Block Number:** Enter the 12-digit Block Group number.

**Group Number:** Enter the 11-digit Census Tract number.

**Census Data Year:** Enter the year of the census data.

**Age Range:** Indicate whether the percentage used represents "0-12 year olds" or "0-18 year olds".

### **Site Operation**

- Sites may select "Cafeteria Style", "Unitized meal", or "Other". Closed-enrolled and camp sites will also have the option to select "Family Style".
  - Sponsors with a FMSC or vended meals agreement must upload a [SFSP Unitized Meal Waiver](#) if they wish to serve non-unitized meals.
- "Does the system used to serve meals to children at the site ensure that each child receives a complete meal, and that meals are counted at the point of service?" It is understood that for non-congregate meal service, parents/guardians may be receiving meals rather than children.
- "Does the site have the necessary staff and facilities so that the meal service is organized and properly supervised?" If only providing non-congregate meals, it is understood that meal service will not be supervised.
- The question, "Is this site implementing Offer versus Serve (OVS)?", will only appear if the sponsor is an SFA. Non-SFA sponsors that would like to implement OVS must watch the [Brighton Training Group course](#), Planning and Administering the SFSP 2023

(VTAOE-178) Lesson 2 Meal Service Planning, specifically Topic 2, and then email the State agency to request the waiver.

- “Are you requesting a waiver for the First Two Week Site Visit?” First two 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.
- “When sponsors collect meal applications, these forms must conform to USDA regulations and guidelines.” For Open, Restricted Open, and Closed-Enrolled in Needy Area sites, the response should be “We do not collect meal applications.”
- “Describe the planned supervision of children during meal service.” If only providing non-congregate meal service, please note that in the text box.

### **Ethnic and Racial Data**

Enter the ethnic and racial data information for the site. This must include the actual number of students/children. The system will calculate and display the applicable percentages. The numbers entered should not add up to 100, unless there are 100 students/children at the organization. Current USDA Guidance does not allow the reporting of additional categories, such as “Two or More Races.” If there are racial categories not on this list, do not report them. This may mean that your totals reported do not add up to 100%. That is not a problem. We have urged USDA to update this guidance in the future to accept additional categories.

Please use the information collected from the Racial and Ethnic Data Forms last year for returning sites. For new sites, please use the most appropriate method from the options below.

On May 17th, 2021, USDA released [CACFP 11-2021, SFSP 07-2021](#) Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and Summer Food Service Program – Policy Recission. Racial and ethnic data is no longer to be collected by visual observation.

### **School Food Authority (SFA) Sponsors**

School Food Authority (SFA) sponsors may use the information collected by the registrar at the beginning of the school year.

### **Non-Profit Sponsors**

Non-profit sponsors may use the information collected by their local SFAs. The State agency will provide this information upon request to the non-profit sponsors.

### **Sponsors of Camps**

Sponsors of residential and non-residential camp sites, which collect meal applications, will use the information reported on the back of the applications. Children must not be asked to identify their own race and ethnicity.

### **Meal Service Information**

Indicate whether the site is “Self-preparation at the site” or “Meal Preparation Facility”. Sites that receive meals through a vended meals agreement, FSMC contract, and/or meals that are delivered or picked up from a central kitchen must select “Meal Preparation Facility (Central



Kitchen or Vended Site)". Sites that receive vended meals through an FSMC or other vendor, or receives meals from a central kitchen, must answer "yes" to the question, "Do you have central or vended meal preparation facilities to document?"

### **Meal Service Operation**

- Note: If only offering non-congregate meals, as indicated in the "Site Type and Eligibility" tab, a message will appear that states "Based on your site type, you are not required to complete this page." Proceed to the "Non-Congregate" tab.
- Select the meal types to be served at the site. Note: non-camp sites cannot receive SFSP reimbursement for lunch and supper in the same day at the same site.
- Please enter '0' for months with no days of operation in the "Projected number of days the site will serve meals each month".
- For each meal type selected, provide the "Maximum Program Capacity (# of children)" for the site and the "Projected Average Daily Attendance (#of children). Based on 120% of the projected ADA, the system will calculate the Site Cap. If the meal counts served seem as if they will exceed the Site Cap, email the State agency to request to increase this number, prior to submitting the claim for reimbursement.

### **Non-Congregate**

In Summer 2022, this tab was known as the "Waivers" tab. It is now only applicable for programs that are eligible to offer non-congregate meal service. If not, a message will appear on the screen that says, "You are not eligible to offer non-congregate meals." If potentially eligible to operate non-congregate meals, it asks, "Will the site offer non-congregate meals?" If the answer is "No", please save and move on. If you are operating a "Non-Area Eligible Non-Congregate Meal Service for Free and Reduced Eligible Children" or have already indicated in the "Site Type and Eligibility" tab that only non-congregate meals will be provided, "Yes" will be the only option to select. If the answer is "Yes", subsequent questions will appear.

- "Why is congregate meal service not available?" Non-congregate meal service is only allowed when no congregate meal service is available. Select the applicable reason(s), "Lack of Transportation for Households", "Lack of Space", "Lack of Staff", "Safety Concerns", "Other", and provide an explanation.
- Select the method(s) of non-congregate meal service. Options include "Grab and Go", "Delivery to Households", and "Bus Stop Delivery". For all choices, a text box will appear, "Please provide specific details (ex. dates available, times of pick-up, specific location at the site (such as the back door or curb in front of the building), how many days' worth of meals provided at a time, if doing bulk meals, etc.) The text provided will be used for the USDA Meal Site Finder Mapping Tool. Please summarize the logistical information provided in this tab."
  - Note: Sites established via past year census data will only be able to offer "Grab and Go" meals.
  - Note: Sites designated a "rural pocket" may only offer "Grab and Go" meals.

- Sites offering “Household Delivery” must explain, “How did you obtain written permission from the household? Written consent could include hard copy, email, or other electronic means of communication. Sponsors must confirm the household’s current contact information and the number of eligible children in the household.”
- “Describe the Integrity Plan that will be implemented to ensure only one meal per meal type, per day, per child is received. If meals are provided to parents/guardians without children present, the integrity plan must include a method to communicate that meals are to be consumed by children, 18 and under.” This can be accomplished through signage at the pickup site, information provided with the meals, on the Program website or social media, in the form of a newsletter or email communication. Please provide as much detail as possible to ensure prevention of duplicate meal service.
- Indicate “How many days of meals are being provided at a time?” If you are only allowing households one day worth of meals at a time, regardless of how many meal types you are offering (such as just breakfast or breakfast and lunch), answer “1” in the text box provided. USDA allows up to 10 days of meals at a time, but we strongly recommend only up to one week. If you do serve more than one week at a time, you must explain how proper food safety will be maintained. Please keep in mind that no changes to the meal pattern can be made so adequate servings sizes must be provided, including the required amount of milk.
- “If you are providing more than one week of meals at a time, please describe how appropriate food safety will be maintained.” If you are providing a week or less check “N/A”. If you are providing more than one week at a time, explain how food will be safely provided.
- Check the attestation, “I understand that if the meals are perishable, they must include expiration dates and information about maintaining appropriate temperatures and all informational sheets must contain the short non-discrimination statement, ‘This institution is an equal opportunity provider.’”

## Budget

- The Operating Reimbursement and Administrative Reimbursement sections populate based on information entered in the Site Application(s). **Please complete the Site Application(s) before the “Budget” tab.** The “Budget” tab multiplies the projected Average Daily Participation for each sites’ meal service by the days of operation and by the applicable reimbursement rate.
- This section is designed to capture a comprehensive picture of program operation. Please make the best educated projections. The costs should be based on operation from beginning of program operation to the end of program operation in Summer 2023. The Operational Staff and Administrative Labor is reported by “# of Days per Month” and “# of Months”.

- “Residential Camp” and “Non-Residential Summer Camp” sponsors, as indicated in the “Type of Agency” question in the Organization Profile Page 3, must allocate operating costs to distribute these costs between meals served to children eligible for free and reduced-price meals, as well as program adult meals, and meals served to non-eligible children and others. A recommended way to calculate these operating costs is  $\text{Number of Program Participants} / \text{Total Number Served} = \text{Percentage Factor}$ . The camp may apply this percentage to the associated operating costs for each session to determine operating costs. Sponsors must confirm that this method is acceptable, by answering “Yes” to the question, “Do you agree with this method?” or by answering “No” and providing an explanation in the text box titled, “Please explain”.

### **Submission and State Agency Review**

Once the Site Application(s) and the Organization Application have been submitted, the State agency reviewers will assess the packet. If there are changes that need to be made, the reviewers will return the packet and include comments and questions in the “Review” tab on the right-hand side of the packet screen. Once any necessary changes have been made, please re-submit the entire packet for approval.

### **Field Trip Data Collection**

To report site field trips, go to “Data Collections” and select “Create Collection for 2022-2023” under Field Trip. To enter a field trip, select “Add Field Trip” on the far right of the screen. Each field trip must have a unique name. Select the applicable site from the “Select Site” dropdown. Only approved sites will appear in this listing. Multiple field trips may be entered for the same site. For closed-enrolled, non-residential camp, and residential camp sites, please indicate whether the site will remain open or close for the duration of the field trip. Field trip information must be submitted prior to the field trip taking place. If all the information is entered into the system correctly, the data collection will be automatically approved.

**Information contained in this document is subject to change based on additional guidance from the USDA. Pieces of the SFSP Application Packet may need to be revised as a result of this additional guidance.**

This institution is an equal opportunity provider.