

## Participating in the Summer Food Service Program

COVID- Child Nutrition Response - Waiver #56

Nebraska Dept. of Education  
Nutrition Services

Sept. 17, 2020



### Housekeeping

- Use the chat box to ask questions-use a ? at the end
- Mute your microphone during the presentation
- Enter your email address into the chat box

### Agenda

✓ Covid-19 Child Nutrition Response Waivers

- Two meal service options: Open or Restricted Open
- Meal requirements & recordkeeping
- Program costs
- Monitoring

### COVID-19: Child Nutrition Responses

**Waiver #56** - Allows for operation of the Summer Food Service Program in lieu of the NSLP and SBP through December 31, 2020. Meals served under the SFSP are free to children and are claimed at the SFSP rates of reimbursement

### Meal Service Waivers supporting Waiver #56 continued:

#52 Allows SFSP Open sites to operate in non-eligible areas *(for sites that are not area eligible)*

#54 Waives requirement to consume meals onsite (allows grab & go/take-home)

#50 Waives meal service time restrictions

#55 Allows parent/guardian meal pick up (must ensure meals are being provided to eligible children)

### Meal Service Waivers - Flexibilities supporting Waiver #56:

#57 Sponsors can participate in the SFSP without a submitted or approved application

Nutrition Services staff are in the process of granting SFSP access to new Sponsors and adding feeding sites for Sponsors

Staff are aware SFSP claims cannot be paid without a submitted and approved application

*Your patience in this process is appreciated.*

### CNP Waivers at a Glance

### Revising or Modifying NSLP August Claim

If using SFSP for Breakfast & Lunch served in August, refer to the detailed instructions included in the email sent on 9/16/2020 from Kayte Partch, Director of the School Meals Program and SFSP

- Option A:** Revise a Processed claim
- Option B:** Modify an Accepted claim
- Option C:** Do not submit NSLP claim

\*Must credit student accounts

### What you need to know about the SFSP

- SFSP has different rules and regulations than School Meals Programs
- Meals are provided free of charge to children
- Teachers & other non-foodservice staff must be charged for their meals
- Can provide breakfast and lunch or just one meal type
- Awaiting USDA guidance on Afterschool Care Snack Program or the Special Milk Program

<https://www.education.ne.gov/ns/training/sfsp-training/>

### Agenda

- Current meal service waivers
- ✓ Two meal service options: Open or Restricted Open
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### Open Site

Sponsors must determine a site(s) eligibility in the following order:

- Site with F/R meal eligibility  $\geq 50\%$  or in attendance area of school with F/R meal eligibility  $\geq 50\%$
- Site located in eligible area based on census data
- Utilization of Nebraska's State-Wide Area Eligibility Waiver  
*Used only if the site does not meet the eligibility methods above (you do not need to submit a waiver request for this option)*

*Free meals served to children age 1 – 18 years*

## Restricted Open

Utilize Restricted Open if wanting to serve only enrolled students due to service capacity limitations (social distancing and staffing)

Must communicate to all households of enrolled student that free meals are/will be offered through the SFSP

## Completing the SFSP Application



## Electronic Application

Action	Firm Name	Latest Version	Status
View   Admin	1	✓ Sponsor Application	Original Approved
View	3	✓ Budget Detail	Original Approved
Details		✓ Food Production Facility List (2)	Original Approved
Details		Site Field Trip List	
Details	4	✓ Checklist Summary (2)	
Details		Application Packet Notes	
Details		Attachment List	

  

Site Applications	Approved	Pending	Returns for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
2 Summer Food Service Program	1	10	0	0	0	0	11

< Back Submit for Approval Approve Return Deny

→ Use SFSP Application Guide for help

## Agenda

- Current meal service waivers
- Two meal service options: Open or Closed Enrolled SFSP
- ✓ Meal requirements & recordkeeping
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## Meal Pattern Options in the SFSP

Meal Pattern for the School Breakfast and Lunch Programs

Meal Pattern for the Summer Food Service Program

Sponsors must indicate on the site application(s) which meal pattern is utilized

- must choose one meal pattern to use for all students (can't utilize the NSLP meal pattern for on-site learners and the SFSP meal pattern for remote learners)

## SFSP Meal Pattern Chart

<https://www.education.ne.gov/ns/training/sfsp-training/>

Training Home

- School Meals Program
- Child and Adult Care Food Program
- Summer Food Service Program
- Forms & Resources
- Training
- Program Information
- News
- Team Nutrition
- Healthy Schools

**SFSP Training**

**COVID-19 SFSP Training Resources**

SFSP School Closure Training PowerPoint - Please review this training resource for information on program requirements and guidance on recordkeeping as schools experience COVID-19 closures

- Attendance (ADA) = Total of daily SFSP meal counts + number of SFSP operating days
- SFSP Meal Pattern Chart - Schools can choose to continue the NSLP meal pattern but have the option to use the SFSP meal pattern; all non-school sponsors must follow the SFSP meal pattern
- SFSP Production Record - Schools may continue using the NSLP production records but this is available as an alternate option

### SFSP Meal Pattern Chart

**SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS**

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
<b>Milk</b>	REQUIRED	REQUIRED	REQUIRED
Fluid milk (whole, low-fat, or fat-free)	1 cup (8 oz.) 1 fluid ounce(2)	1 cup (8 oz.) 1 fluid ounce(2)	1 cup (8 oz.) 1 fluid ounce(2)
<b>Vegetables and Fruits –</b> Equivalent quantity of any combination of...	REQUIRED	REQUIRED	
Vegetable or fruit or	1/2 cup	1/2 cup total*	1/2 cup
Full-strength vegetable or fruit juice	1/2 cup (8 fluid ounces)	1/2 cup (8 fluid ounces)	1/2 cup (8 fluid ounces)
<b>Grains/Breads**</b> – Equivalent quantity of any combination of...	REQUIRED	REQUIRED	

Sponsors must plan, serve, and document that all meals meet the meal pattern requirements if utilizing the School Meals Pattern or Summer Food Service Meal Pattern

### Breakfast

**Must serve three components**

**Note the serving sizes - different than NSLP**

**Serving sizes are same for all ages**

**Breakfast Meal Pattern**

Select All Three Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
1 fruit/vegetable	1/2 cup	juice, 1 and/or vegetable
1 grains/bread	1 slice	bread or
	1 serving	combread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains

### Lunch

**Must serve all four components**

**Five items:**

- 1 Milk = 1 c.
- 2 Fruit or 2 Veg or 1 Fruit + 1 Veg = 3/4 c
- 1 Grain = 1 serv
- 1 Meat = 2 oz.

**Lunch or Supper Meal Pattern**

Select All Four Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
2 fruits/vegetables	3/4 cup	juice, 1 fruit or 3/4 vegetable
1 grains/bread	1 slice	bread or
	1 serving	combread or biscuit or roll or muffin or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains
1 meat/meat alternate	2 oz.	lean meat or poultry or fish/2 or
	2 oz.	alternate protein product or
	2 oz.	cheese or
	1 large	egg or
	1/2 cup	cooked dry beans or peas or
	4 Tbsp.	peanut or other nut or seed butter or
	1 oz.	nuts and/or seeds/ or
	8 oz.	yogurts

### Combination Foods - you must know how these items contribute to meeting meal pattern

**CN Label for Processed or Combination Dishes**

- Label states the amount of creditable Meat/Meat Alternate, Fruit/Vegetable and Grain/Bread
- Commercially prepared combination food items without a CN label or product formulation statement cannot be used

### OVS using SFSP meal pattern

Offer Versus Serve requirements are different in NSLP and SFSP

[USDA SFSP Nutrition Guide](#)

### Breakfast OVS in SFSP

Must offer at least 3 items/components:

- fruit/vegetable + grain + milk

**Add 1 additional serving of fruit/vegetable, bread/bread alternate, or a serving of a meat/meat alternate**

- All the food items must be different from each other
  - e.g. flake cereal and puff cereal are the same food item (both cereals) and would not count
  - e.g. apple slices and apple juice are the same food item (both apples) and would not count

A child must take at least three different food items from the items offered

### SFSP OVS for Breakfast: an example

Menu:

- muffin (2 oz)
- assorted cold cereals (1 oz size)
- mandarin oranges
- milk

Child must choose:

- muffin\* or any of cereal options
- mandarin oranges
- milk

\*2 oz muffin counts as one of the three required meal items

### Lunch OVS in SFSP

Must offer at least 5 items from 4 component groups:

- 1 serving of meat/meat alternate (2 oz eq)
- 2 different servings of fruit and/or vegetable (two different food items)
- 1 serving of bread/bread alternate
- 1 serving of fluid milk

All the food items must be different from each other

Child must take at least three food components, not just three items

### SFSP OVS at Lunch: an example

Menu:

- cheeseburger on bun
- green beans
- applesauce
- milk
- oatmeal cookie (credits as one grain serving)

Child must choose at a minimum 3 components:

1. cheeseburger + green beans
2. applesauce + milk + oatmeal cookie

### Production Records

- Serves as documentation that all required components of the meal were served and provided in the minimum required serving sizes
- Production Records must be completed daily
- Must have production record for every meal claimed for reimbursement
- Can continue to use the School Meals (Breakfast and Lunch) production records or the SFSP Production Record

### Counting Meals

- Can continue to use your Point of Service system for meal counting
- Report total number of served meals by claim month
- Leave F/R/P eligibility; change meal price to \$0.00

\*Remember: students must pay for second entrees, extra milk and a la carte items. These CANNOT be claimed for reimbursement, nor can adult meals

DAI First meals served cannot exceed # meals available

Site Name: Lincoln Elementary

Address: 123 A Street, Anytown

Supervisor's Name: Kayte Partch

Delivery Time: [ ] Telephone: [ ]

Dates: March 24, 25, 26, 2020

Meals received/prepared: 50 + Meals available from previous day: 5 = 55 (Total meals available)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	Total First Meals: 52									

A 3 x B 52 = C 156

Box A indicates # of meals included in each package & should correspond with date(s) at top of form

This is the # of meals you include in your monthly claim total

**DAILY MEAL COUNT FORM**

Site Name: Lincoln Elementary Meal Type (circle): B  SN  SU  
 Address: 123 A Street, Anytown Telephone:  
 Supervisor's Name: Kaylie Parich Delivery Time: Date(s): March 24, 25, 26, 2020

Meals received/prepared: 101 + Meals available from previous day: 5 = 115 (Total meals available) 0

First Meals Served to Children (cross off number as each child receives a meal)

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	
141	142	143	144	145	146	147	148	149	150											

Total First Meals = 36 **NO!**

A  x B  - C  = 36 **NO!**

**NOT OK TO DRAW A LINE THROUGH NUMBERS  
DO NOT MARK THIS BEFORE CHILDREN RECEIVE MEALS  
MUST HAVE TALLY MARK FOR EACH MEAL CLAIMED**

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61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	
141	142	143	144	145	146	147	148	149	150											

Total First Meals = 36 **NO!**

A  x B  - C  = 36 **NO!**

Meals cannot be claimed if meal count form is incomplete or not completed accurately

- ### Counting Meals
- Ways you cannot count meals:
    - Morning preparation counts
    - Anticipated meal counts
    - Before the meal is received
    - Counting in your head
  - MUST count and record meals as they are served to each child ensuring a reimbursable meal has been taken
  - If utilizing the SFSP meal count form: ensure all meals served are tallied (additional meal count sheets may be used)

- ### Agenda
- Current meal service waivers
  - Two meal service options: Open or Closed Enrolled SFSP
    - Program application hints & tips
  - Meal requirements & recordkeeping
  - ✓ Claims, costs
  - Monitoring

### Claim Reminders

- Claims submitted individually for each month meals are served
- Claims **must** be submitted & "accepted" no later than **60 days** after last day of month the meals were served

Month	Last Day for Submission
January	April 1 (Leap year March 31)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (Leap Year February 29)

- ### Claims for Reimbursement
- Meal reimbursement allowed **ONLY** for the meal types reflected in your SFSP application
  - Consolidate each monthly meal count by meal type for each site

### Claim Reminders

- Will report:
  - Total meals
  - Total days meals served
  - Average Daily Attendance
- Beginning SFSP in mid-September:
  - submit NSLP claim
  - submit SFSP claim

General Information		
	Total Number of Days Food Served	Average Daily Attendance
1. Breakfast	0	0
2. AM Snack	0	0
3. Lunch	0	0
4. PM Snack	0	0
5. Supper	0	0
<b>Self-Prep and/or Vendor-Retail Meals Served to Children</b>		
<small>Report only meals meeting the requirement of the agreement.</small>		
	First meals Served	Second meals Served
6. Breakfast	0	0
7. AM Snack	0	0
8. Lunch	0	0
9. PM Snack	0	0
10. Supper	0	0

### Average Daily Attendance

$$\frac{\text{Total meals served}}{\text{Number of days meals served}}$$

Round up to next whole number for any decimal value

Example: 1256 meals ÷ 22 days = 57.09 @ 58

### Processed, Accepted or Pending

Processed: no errors in claim; processed for payment

Accepted: no errors in claim; just waiting for the payment processing date

Pending: steps in the claim acceptance process remain; you claim will not be paid

Authorized Representative receives email confirmation

Claim Month	Adj Number	Claim Status	Date Received	Date Processed
May 2018	1	Processed	08/02/2018	08/15/2018
Jun 2018	0	Accepted	08/02/2018	08/15/2018
Jul 2018	1	Pending	09/07/2018	09/10/2018
Aug 2018	0	Processed	09/07/2018	09/10/2018

### Allowable Costs

Operating costs

- costs of food used
- non-food supplies for food service
- space for food service
- meals served to adult volunteers or paid staff who work directly with meal service

### Program Funds

Sponsors must use all program reimbursement to:

- Pay for meals, staffing
- Year-end excess funds may transfer to another USDA Child Nutrition Program (ex: School Meals Program)
- Keep receipts and documentation of staff time to demonstrate that your SFSP funds were spent on allowable items

### Meal Disallowances

- Meals not meeting meal pattern
  - missing a component
  - inadequate quantity
- Meals not correctly counted and claimed
- Serving meals at an unapproved site (no site application)

### How is Reimbursement Calculated?

Summer Food Service Program – 2020			
	Operating Costs	Administrative Costs	
		Rural or self-preparation sites	Other types of sites
Breakfast	\$2.16	\$2.150	\$1.700
Lunch or Supper	\$3.76	\$3.3925	\$3.3275
Snacks	\$0.87	\$1.1075	\$0.850

Based on number meals served multiplied by the sum of Operating Costs + Administrative Costs (rural/self prep OR other)

EX:  $\$3.76 + \$3.3925 = \$4.1525$  for each lunch served at a self-prep site

### Agenda

- Current meal service waivers
- Two meal service options: Open or Closed Enrolled SFSP
  - Program application hints & tips
- Meal requirements & recordkeeping
- Program costs
- ✓Monitoring

### Site Supervisor

- Application asks Sponsor to identify who this person is
- Person listed is responsible for:
  - maintaining daily records
  - ensuring meals have all required components
  - Point-of-service meal count completed when meals are served

### Annual Site Review

- Required for *all* sites within *first four weeks* of operation
- On-site visit requirement is WAIVED
- Helps identify and correct issues

### Site Reviews

- Review each site’s daily meal counts
- Review each site’s daily production records
- Check for completeness & that records aren’t missing
- Document findings and corrective actions taken
- Keep with other SFSP records
- Submit to NDE only if requested



Must be displayed at each site in a location visible to children/adults



## Civil Rights

- All staff trained on Civil Rights requirements annually *same requirement as the School Meals Program*
- Refer to Civil Rights training:  
[https://www.education.ne.gov/ns/training/cacfp\\_alltraining.html](https://www.education.ne.gov/ns/training/cacfp_alltraining.html)
- Short nondiscrimination statement printed on program materials

“USDA is an equal opportunity provider”

NDE Nutrition Services is working remotely

Contact NSLP/SFSP specialists  
by [phone or email](#)

Erica Arter	Laura Lutz
Mary Ann Brennan	Kayte Partch
Beth Haas	Michelle Stephens
Donna Handley	Shawn Vondracek
Ali Lampman	



Thank You!

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(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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