# 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

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



# 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



# **Agenda**

• Current meal service waivers

√Two meal service options: Open or Restricted Open

- · Meal requirements & recordkeeping
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# **Open Site**

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

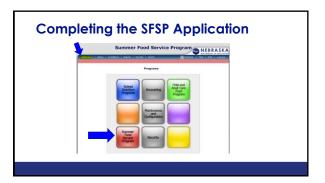
- Site with F/R meal eligibility  $\geq\!\!50\%$  or in attendance area of school with F/R meal eligibility  $\geq\!\!50\%$
- · Site located in eligible area based on census data
- Utilization of Nebraska's State-Wide Area Eligibility Waiver Used only if the site does not meet the eligibility methods 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



# **Electronic Application**



→ 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

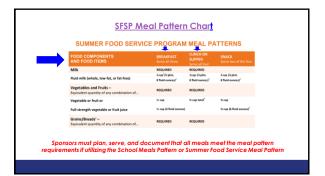
Sponsors must indicate on the site application(s) which meal pattern is utilized

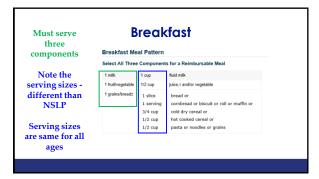
must choose one meal pattern to use for all students (can't utilize the NSLP meal pattern for on-site learners and the SFSP meal pattern for remote learners)

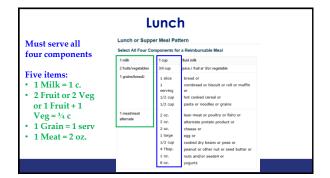
#### **SFSP Meal Pattern Chart**

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









# 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 <u>without a CN label</u> 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

 ${\bf Add}~{\bf 1}~{\rm additional~serving~of~fruit/vegetable,~bread/bread}$  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
- \*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

- oatmeal cookie (credits as one grain serving)

Child must choose at a minimum 3 components:

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

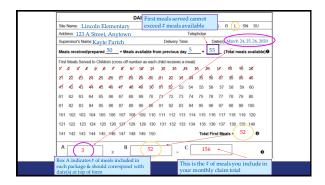
#### **Production Records**

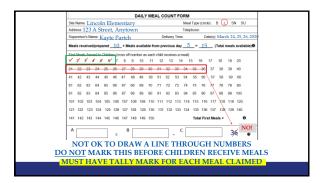
- · Serves as documentation that all required components of the meal were served and provided in the minimum required serving sizes
- Production Records must be completed daily
- Must have production record for every meal claimed for reimbursement
- Can continue to use the School Meals (Breakfast and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

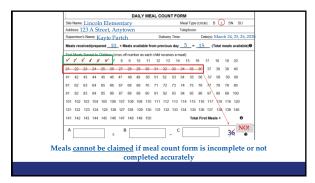
# **Counting Meals**

- · Can continue to use your Point of Service system for meal
- 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







#### **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



# **Average Daily Attendance**

Total meals served

Number of days meals served

Round up to next whole number for any decimal value

Example:  $1256 \text{ meals} \div 22 \text{ days} = 57.09 \otimes (58)$ 



#### Processed, Accepted or Pending

Processed: no errors in claim; processed for payment

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

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	08/10/2018
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	\$.2150	\$.1700			
Lunch or Supper	\$3.76	\$.3925	\$.3275			
Snacks	\$.87	\$.1075	\$.0850			

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

EX: \$3.76 + \$.3925 = \$4.1525 for each lunch served at a self-prep site

# Agenda

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   Program application hints & tips
- Meal requirements & recordkeeping
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- **√**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
- Short nondiscrimination statement printed on program materials

"USDA is an equal opportunity provider"





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

(3) Email: program.intake@usda.gov.