



SFSP Site Application Update How to Revise Meal Service Dates Summer 2021

Access your SFSP application packet by choosing "Applications" from the top left and then "Application Packet" from the list of items:

Summer Food Service Program

NEBRASKA
DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Program Year: 2020 - 2021

Item	Description
Sponsor Manager	SFSP Sponsor's Profile, Site and Hold Information
Application Packet	SFSP Applications Forms (Sponsor and Site)
Advance Requests	Request Sponsor's SFSP Advance(s) for the current year
Download Forms	Forms Available for Downloading

Select the 2020-2021 Program Year:

Program Year	Date Range	Application Packet
NEW! 2020 - 2021	10/01/2020 - 09/30/2021	Application Packet on File
NEW! 2019 - 2020	10/01/2019 - 09/30/2020	Application Packet on File
2018 - 2019	10/01/2018 - 09/30/2019	Application Packet on File

Access the site application(s) list:

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Rev. 1	Approved
View Modify	✓ Budget Detail	Rev. 1	Pending Approval
Details	✓ Food Production Facility List (8)		
Details	Site Field Trip List		
Details	✓ Checklist Summary (1)		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	95	1	0	0	0	0	96

Choose "Revise" next to the site application(s) that need to have meal service date changes:

Action	Site ID / Site Name	Version/Status
View Revise ✓		Original / Approved
Add Site Application		

Click "Continue":

Are you sure you want to revise your site application?

If yes, click the Continue button. Otherwise, click the Back button and select 'View' to view your site application.

Begin by updating the Site Type in #27 by choosing choose **Open, Closed-Enrolled in Needy Area** or **Closed-Enrolled in Non-Needy Area**.

If your school intends to serve **only enrolled students/participants** and not all community children ages 1 – 18 years, select one of the **Closed Enrolled** options in #27.

- Select **Closed-Enrolled in Needy Area** if your originally approved site application selected "School Data" in #28 or if you selected "Census Data" in #28 and a GEOID number was recorded in the Block Number and Group Number boxes at the bottom of #30.
- Select **Closed-Enrolled in a Non-Needy Area** if your originally approved site application selected "Census Data" in #28 and COVID19 was entered in the Block Number and Group Number boxes at the bottom of #30.

If your school intends to provide meals to all community children ages 1 – 18 years, choose **Open** in #27.

Site Type

Indicate the Site Type, the Eligibility Method, and the Primary Service provided by this site.

27. Site Type:

28. Eligibility Method:
 For School Data or Census Data Eligibility Methods, indicate the Eligibility Data - Start date:
 Eligibility Data - Expiration date:

29. Primary service provided by this site:

▼

Open

Restricted Open

Closed - Enrolled in Needy Area

Closed - Enrolled in Non-Needy Area

Camp - Residential

Camp - Non-Residential

National Youth Sports Program

If Service is Other, describe:

Make necessary updates to questions #35 through #40.

35. Indicate your system for serving meals to attending children:

- Cafeteria Style
- Unitized meal
- Family Style (Available to camp sites only)
- Offer vs. Serve
- Other (provide explanation)

36. Indicate if this is an outdoor or mobile site? Yes No

37. Indicate how the site supervisor will communicate the number of meals that will be needed for the following day:

38. Indicate your plan for the receipt and storage of meals before serving to children: Appropriate holding equipment is not available. Meals will be delivered no earlier than one hour prior to the beginning of meal service. Appropriate holding equipment is available at site to maintain meals at appropriate temperatures until service.

39. Indicate your plan for the storage or disposal of leftover meals or components:

40. Indicate your plan for serving meals during inclement weather (ex: excessive heat, rain):

Other (provide explanation below):

To update the breakfast meal service dates, select the green "Calendar" button next to #43:

Breakfast

41. Meal Service Method:

42. Menu Planning Option:

43. Click 'Calendar' to select the Meal Serving Dates:

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
20	18	13	19	19	20	19	13	0	0	0	0

44. Meal Serving Dates: Start: 10/01/2020 End: 05/19/2021

45. Meal Times: Start: 8 AM :00 End: 9 AM :00

46. Average Daily Participation:

The calendar window will open to display your currently approved meal service days.

2021 SFSP Site Meal Serving Dates - Breakfast

Calendar Options

Calendar Year: 2020 - 2021 Start: End:

Days To Include: Sun Mon Tue Wed Thu Fri Sat

Days Selected per Month

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
20	18	13	19	19	20	19	13	0	0	0	0	141

Calendar months for October 2020 through September 2021

October 2020							November 2020							December 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3										1	2	3	4	5
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12
11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19
18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26
25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31		
							29	30												

January 2021							February 2021							March 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

April 2021							May 2021							June 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

(Continue on page 4)

Edit the end date at the top of the window, then **manually select in the calendar months your additional meal service days** of operation for the Summer 2021. Do not use the "Update Calendar" button. **Some days in your meal service calendar are not shaded gray; they are white and indicate a non-meal day. They should remain white. DO NOT use the "Update Calendar" button after revising the end date; doing this will select all M-F meal service days and will require you to manually un-select all non-meal days for previous months.*

You know the correct meal service days have been added to the calendar because the dates will be gray. Click "Save and Close"; the calendar window will close, and you'll return to the site application.

2021 SFSP Site Meal Serving Dates - Breakfast

Calendar Options

Calendar Year: 2020 - 2021 Start: 10/1/2020 End: 6/30/2021

Days To Include: Sun Mon Tue Wed Thu Fri Sat

Save and Close

Days Selected per Month

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
20	18	13	19	19	20	19	13	22	0	0	0	163

Calendar months for October 2020 through September 2021

October 2020							November 2020							December 2020									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
>				1	2	3	>	1	2	3	4	5	6	7	>	6	7	8	9	10	11	12	
>	4	5	6	7	8	9	10	>	8	9	10	11	12	13	14	>	13	14	15	16	17	18	19
>	11	12	13	14	15	16	17	>	15	16	17	18	19	20	21	>	20	21	22	23	24	25	26
>	18	19	20	21	22	23	24	>	22	23	24	25	26	27	28	>	27	28	29	30	31		
>	25	26	27	28	29	30	31	>	29	30						>							

January 2021							February 2021							March 2021									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
>					1	2	>	1	2	3	4	5	6	>	1	2	3	4	5	6			
>	3	4	5	6	7	8	9	>	7	8	9	10	11	12	13	>	7	8	9	10	11	12	13
>	10	11	12	13	14	15	16	>	14	15	16	17	18	19	20	>	14	15	16	17	18	19	20
>	17	18	19	20	21	22	23	>	21	22	23	24	25	26	27	>	21	22	23	24	25	26	27
>	24	25	26	27	28	29	30	>	28							>	28	29	30	31			
>	31							>								>							

April 2021							May 2021							June 2021									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
>				1	2	3	>						1	>		1	2	3	4	5			
>	4	5	6	7	8	9	10	>	2	3	4	5	6	7	8	>	6	7	8	9	10	11	12
>	11	12	13	14	15	16	17	>	9	10	11	12	13	14	15	>	13	14	15	16	17	18	19
>	18	19	20	21	22	23	24	>	16	17	18	19	20	21	22	>	20	21	22	23	24	25	26
>	25	26	27	28	29	30		>	23	24	25	26	27	28	29	>	27	28	29	30			
>								>	30	31						>							

Click the green “Refresh from Calendar” button under #43. After waiting several seconds, the number of meal service days in #43 will update. Also, revise the Average Daily Participation in #46 based on the number of anticipated children who will receive meals each day.

Breakfast

41. Meal Service Method:

42. Menu Planning Option:

43. Click 'Calendar' to select the Meal Serving Dates:

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
22	19	9	19	19	23	22	20	22	22	0	0

44. Meal Serving Dates: Start: 10/01/2020 End: 07/30/2021

45. Meal Times: Start: 8 AM :00 End: 9 AM :00

46. Average Daily Participation:

Complete the calendar updates for lunch, snack and/or supper, depending on which meals the site will serve.

In the “Comments from Sponsor” box, provide notes about two things:

1. Which waivers the site will use (if any) for meal service; and
2. Details about the meal counting procedure that will be used at the site.

Click “Save” and then “Finish” when prompted:

Comments from Sponsor

Curbside meals are distributed on Monday (2 days meals) and Wednesday (3 days meals). Additionally meals are provided in the cafeteria and classrooms.

Created By: Modified By:

Repeat these steps for all site applications that need revisions.

Click “Back” to return to the Application Packet page:

Action	Site ID / Site Name	Version / Status
View Revise	✓ 0001	Original / Approved

Add Site Application

Total Sites Enrolled: 1

Select "Revise" on the Budget Detail to report additional program expenses based on adding meal service days to revise the adult meal price to more closely match each meal's reimbursement value.

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
View Revise	✓ Budget Detail	Original	Approved
Details	➔ Food Production Facility List		
Details	Site Field Trip List		
Details	Checklist Summary		
Details	Attachment List		

Update the projected operating and administrative costs:

Projected Operating Costs		
Food:		\$ 0
Non Food Supplies:		\$ 0
Contracted Food Costs:		\$ 0
Food Service Labor:		\$ 0
Rent/Utilities:		\$ 0
Equipment Rental:		\$ 0
Transportation of Food:	Rate per mile: <input type="text" value="0"/>	\$ 0
Sub Total		\$0.00

Projected Administrative Costs		
Administrator:		\$ 0
Monitor:		\$ 0
Secretary/Bookkeeper		\$ 0
Printing, Mail, Phone:		\$ 0
Office Supplies:		\$ 0
Transportation:	Rate per mile: <input type="text" value="0"/>	\$ 0.00
Indirect Costs Percent:	<input type="text" value="0.00"/> %	\$0.00
Indirect Cost:		\$ 0.00
Audit Costs:		\$ 0.00
Sub Total		\$0.00

Report the adult meal price(s). The adult meal price(s) must be set at values close to SFSP reimbursement. NDE suggests adult meal prices of \$2.00 - \$2.50 for breakfast and \$4.00 - \$4.50 for lunch/supper.

Adult Meal Information

Will meals be sold to adults? Yes No

If Yes, Price Charged for

Lunch	\$	0.00
Breakfast	\$	0.00
Snack	\$	0.00
Supper	\$	0.00

Click "Save" at the bottom. You will be directed back to the Application Packet page.

Finally, submit the application packet for approval:

Action	Form Name	Latest Version	Status					
View Revise	✔ Sponsor Application	Rev. 1	Approved					
View Revise	✔ Budget Detail	Original	Approved					
Details	Food Production Facility List (3)							
Details	Site Field Trip List							
Details	Checklist Summary							
Details	Attachment List							
Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications	
Site Application(s)	0	1	0	0	0	0	1	
< Back		Submit for Approval						