

Summer Food Service Program (SFSP) in Summer 2021 Application Packet Instructions for Sponsors that did not operate in School Year 2020-2021

Summer Food Service Program (SFSP) sponsors that wish to participate in the program in Summer 2021 must have an approved 2020-2021 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.

New SFSP Application Packets must be submitted by June 1st, 2021.

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.
 - If staff participate in the live Summer Meals Sponsor Training webinar, on April 29th, 2021, enter that date. If they watch the recording, entering the date of viewing.
 - Staff must watch the recording or read through the [Summer Meals Training Summer 2021](#). 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.
- 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.

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 beginning of program operation to the end of program operation in summer 2021.
- 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 Summer 2021](#), 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 the News/Media Release, using either the [Template News Release for Open Sites](#), [Template News Release for Closed Enrolled Sites in Area Eligible Locations](#), or the [Template News Release for Closed Enrolled Sites and Camps](#), in the 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. It must be date prior to the start of operation.

- In question 28, select “Open” or “Closed-Enrolled in a Needy Area”.
- Open sites serve meals at no cost to all children, 18 and under.
- Closed-Enrolled sites serve meals at no cost to a set population of children.
- Camps may serve meals to set a population of children. They may serve up to three meals a day. Only meals served to free or reduced-price eligible children may be claimed for reimbursement.
- In question 29, the Eligibility Method will be “School Data”, unless otherwise instructed by Child Nutrition Programs staff to use “Census Data”. Non-area eligible, non-school sites must email Jamie Curley, jamie.curley@vermont.gov, describing why the site is well-located to serve children who are in need as a result of COVID-19.

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 2020-2021 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.
- Per [COVID-19: Child Nutrition Response #83 Nationwide Waiver to Allow Sponsors that Successfully Participated in the Summer Food Service Program in Fiscal Year 2019 to Operate as Experienced Sponsors in Fiscal Year 2021](#) and [COVID-19: Child Nutrition Response #81 Nationwide Waiver to Waive First Week Site Visits in the Summer Food Service Program 2021 Operations- EXTENSION 3](#) sites that operated in good standing in 2019, but did not operate in 2020 due to COVID-19, may operate as experienced sites in 2021. Therefore, sponsors do not need to conduct pre-approval reviews or first week reviews for those sites. In the Site Applications in the 2021 SFSP Application Packet in the online application and reimbursement system, it will still require you to input a Pre-Operational Review Date if the site did not operate last year, but you do not need to do it, if the site operated in 2019. If the site did not operate last year, you may answer “Yes” to question 37 “Are you requesting a waiver for the First Week Site Visit” and you will just receive a warning message from the system that “A waiver for the First Week Site Review can only be requested if the site operated last year.” This is only a “warning”, not an “error” and will not prevent you from saving and submitting.
- 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.
- 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.
- In question 43, if the site plans to do some form of non-congregate meals, including grab and go or delivery, include specific details such as times of pick-up, specific location at the school (such as the back door or the curb in front of the school or something), how many days’ worth of meals provided at a time, if doing bulk meals, and any other logistical information.
- 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.