

2022-2023 School Nutrition Program Application Packet Overview

School Nutrition Program (SNP) operators that wish to participate in the programs in School Year 2022-2023 (SY 22-23) must have an approved 2022-2023 SNP Application Packet on file. The application must be completed in the [Harvest Child Nutrition System](#).

Application Packets **must be approved by the State agency prior to the beginning of Program operation.**

Application Packet Submission Dates:

- July operators need to have their packets submitted by Friday, June 24th, 2022, in order to be approved by July 1st, 2022.
- August operators need to have their packets submitted by Friday, July 15th, 2022, in order to be approved prior to August operation.
- September operators need to have their packets submitted by Friday, July 29th, 2022 in order to be approved prior to September operation.

Outlined below are important reminders to School Food Authorities (SFAs) completing the School Nutrition Programs 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.

To get started, log in to the Harvest system and select ‘Applications’ in the upper left corner. Be sure to select program year 2022-2023.

Organization Profile

Organizations applying to participate in the School Nutrition Programs must have a complete Organization Profile in the Harvest Child Nutrition System. Select “Applications” and under Organization Profile select “Create Application for 2022-2023”. 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.

In Organization Profile Page 1, the organization must indicate the county they are located in and the SAM UEI and its expiration date. This number is formerly known as the DUNS number, but recently 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. If you are a returning SFA, you should already have a registered DUNS number in SAM.gov. and the U.S.



General Services Administration (GSA) has automatically assigned your entity a SAM UEI. The organization must also submit a copy of the SAM.gov Entity Registration. 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 Organization Profile Page 1.

In Organization Profile Page 2, the SFA must indicate whether they have a Vended Meals Agreement where they purchase meals, or a contract with a Food Service Management Company (FSMC). Organizations contracting with an FSMC must fill out the information related to their contract, including the primary contact, and beginning and end dates of the contract.

In Organization Profile Page 3, the SFA must select the Program(s) they will be participating in, School Nutrition Program (SNP), whether they operate Special Milk Program (SMP) only, their School Food Authority (SFA) type, and whether they receive USDA Foods. Once the information has been entered into each page of the Organization Profile, navigate to the Submit tab. Check the box "I attest that all information here is correct and complete.", and click "Accept & Submit".

The Organization Profile will be automatically accepted by the system.

School Nutrition Program Organization Application

Select "Applications", and under School Nutrition Program select "Create Application for 2022-2023". 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. Please pay particular attention to the new questions added to the packet for SY 22-23.

SNP Contact Info

Please make sure email addresses, phone numbers, and extensions are correct and current.

SNP Agency Info

There is a new question "Are you requesting to waive the requirement to assess the SFA's compliance with the Wellness Policy once every three years?" If "Yes", a text box will appear and the question "Please explain the COVID-related need for this waiver."

Determining and Hearing Official

The Determining Official and the Verifying Official can be the same person. The Determining Official and the Confirming Official cannot be the same person. The Confirming Official and the Verifying Official can be the same person.

Eligibility

At this time, the Severe Need Reimbursement Rate determination for all SFAs will be “No” for “Qualify for extra \$0.02 Reimbursement Rate” as we are awaiting additional guidance from USDA. This is subject to change.

For SFAs with schools new to operating Provision 2 or CEP in SY22-23, please answer “Yes” to the question “Have there been any updates to the Free & Reduced Policy Statement?” and then upload the amended statement.”

Ethnic and Racial Data

Using the “click here and search for your county” link provided in the instructions, the organization must search for the county in which the SFA’s central 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.

FSMC and Vended Meals

If the SFA indicated they contract with a Food Service Management Company (FSMC) in Organization Profile Page 2, the information will re-display in this tab.

Site Applications

Complete a Site Application for each of sites where meals are served. Each SFA will display their list of Sites. In order to submit an SNP application, at least one Site must be completed and Certified. Subsequent sites can be completed and Certified under Revisions to the SNP.

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

To delete Site Applications for sites that are not operating in the current year click the respective “Delete” link in the Action column in the Site Applications tab. 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” to delete the site, the site’s Status will change from “In Progress” to “Deleted” and the Action column will display “Start”. Clicking “Start” will open a brand-new application for that site.

Site Information

Be sure to include the correct site county in the Physical Address.

Program Participation

Select all Programs the site will be operating.

For the meal service times, please correctly indicate whether the Start Time(s) and End Time(s) are in the AM or PM.

- To receive the Universal Meals Supplement from the state, enacted as Act 151, previously known as [S.100](#), sites must select a provision under the question “Are

you participating in any of the following provisions?” This section may be updated, and the application re-submitted later, if the SFA is not currently certain which provision you will be operating at this site. All schools operating under public School Food Authorities are eligible for this supplement when operating CEP or Provision 2.

- Approved Independent Schools operating CEP or Provision 2 are only eligible for the supplement for their publicly-tuited students. Approved Independent Schools that would like to receive state-funding for their publicly-tuited students should select CEP (if eligible) or Provision 2.
- Recognized Independent Schools are not eligible for this supplement, but may choose to operate CEP or Provision 2 without it.

Sites eligible for CEP, based on the Community Eligibility Provision Data Collection completed in June 2022, should select CEP.

A few schools who previously participated in Provision 2 may be continuing their cycles or requesting to extend a prior cycle.

For all others, select Provision 2 and then select “Breakfast and Lunch with the same base year.” The base year should be School Year 2022-2023. Please indicate the method of socioeconomic data that may be used to request a cycle extension in SY 26-27. Sites will be required to upload documentation to support the socioeconomic information entered. Sites will also be required to upload their Provision 2 Amendment to the Free and Reduced Policy Statement, which also contains this information.

For Provision 2, the SFA will have to indicate, “Are you doing delayed implementation of Provision 2?”. Delayed implementation should not be selected for base year 2022-2023 unless instructed otherwise by the State agency. Next, the SFA must choose, “How are you claiming percentages?”. For base year 2022-2023, select “Annual” unless instructed otherwise by the State agency.

Additional information will be provided on how Universal Meals will operate in School Year 2022-2023.

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. You will be asked to “Identify the source of the ethnic and racial data for the site.” This information likely comes from your registrar and student information system.

Meal Charges

If the site is operating Provision 2 or CEP, please indicate non-pricing for Breakfast and Lunch.

We will not have targeted adult meal prices until USDA releases the School Year 2022-2023 reimbursement rates as adult meal prices are based on the applicable reimbursement rate plus the USDA Foods effective rate. Please enter an amount at least as high as the adult meal prices in School Year 2021-2022.

School Breakfast Program

At this time, the Severe Need Reimbursement Rate determination for all sites will be “No” for “Qualify for Severe Need Breakfast Reimbursement Rate” as we are awaiting additional guidance from USDA. This is subject to change.

National School Lunch Program

High schools (schools with grades 9, 10, 11, or 12) are required to operate the Offer vs. Serve (OVS) provision at lunch or request an exception from the State agency. This year high schools also have the option of requesting a COVID-related waiver for this provision. If you answer “No” to the question “Will Offer vs. Serve be implemented for Lunch?”, a text box will appear with the prompt, “If no, please explain. Vermont has received a waiver of this requirement when there is COVID-related need. If you are using that waiver, please indicate that here as well.”

After School Snack Program

If the site has 50% or more Free and Reduced eligibility (F&R) in the Site Enrollment Data Collection from the previous year, this percentage will display, and the site will be eligible to serve and claim all snacks as free. If the site was not listed as 50% or higher in the Site Enrollment Data Collection from the previous year, there is the option to establish area eligibility based on another school in the attendance area. For example, if the site is a high school, and an elementary school in the attendance area is at least 50% F&R, the elementary school’s site eligibility information can be used to serve and claim all snacks as free at the high school. In School Year 2022-2023, based on USDA FNS Memo [SP 10-2022, CACFP 08-2022, SFSP 04-2022 Area Eligibility for Summer 2022 and School Year 2022-2023](#), there is also the option to use Direct Certification data to establish eligibility. This is only an option if at least 31.25% of students were directly certified for free meals as reported in the Community Eligibility Provision Data Collection completed in June 2022. Sites that meet this threshold should confer with the State agency and then select “Alternate Option as Instructed by the State agency” and provide the explanation in the text box.

Special Milk Program (SMP)

Answer the question “Do students have access to the National School Lunch Program or School Breakfast Program?” If the answer is “Yes”, SMP cannot be operated. This tab must be visited, and this question must be answered.

SSO Site Info and SSO Meals

These tabs do not need to be completed for School Year 2022-2023 operation, but the tabs must still be visited in order to submit the site application.

Waivers

There is a section for Meals Service Operation waivers and a section for Monitoring waivers. A COVID-related reason is required for all waivers. The State agency will be very broad in its interpretation of a COVID-related reason. Growing case counts, outbreak prevention, fear and anxiety around congregating, and staff burnout due to COVID related issues are all examples of acceptable COVID-related reasons.

Certification

Once the information entered is accurate and complete, navigate to the “Certification” tab. Click the box to certify that the information is true and correct and then click “Save & Submit”. Once the Site Application is submitted you may then click “Return to Main Application” to navigate back to the main Site Applications tab, with the summary page of all sites.

Submission and State Agency Review

Each tab must be visited, and each Site Application *and* the School Nutrition Application packet must be Certified and Submitted. Once the Site Application(s) and the School Nutrition Program Application packet have been certified and 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 the necessary changes have been made, re-submit the entire packet for approval.

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

This institution is an equal opportunity provider.