VERMONT
AGENCY OF EDUCATION
CHILD NUTRITION PROGRAMS

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Instructions for Updating SFSP SY2020 Application Packets

Purpose

If the School Food Authority (SFA) chooses to operate the Summer Food Service Program (SFSP) during the first half of School Year 2020-2021, from September 8th, 2020 to December 31st, 2020, (as funding allows) the SFA must have a completed and approved SFSP Application Packet on file for School Year 2020 and School Year 2021. This document will provide instructions on how to complete the SY 2020 SFSP Application Packet. **The SY2020 SFSP packet must be submitted and approved before meal service starts on September 8, 2020.** Separate instructions will be provided for the SY 2021 SFSP Application Packet.

SFAs fall into three different categories for the SY2020 Application Packet.

- SFAs that did not participate at all in SFSP 2020
- SFAs that operated SFSP During an Unanticipated School Closure in the spring, but did not operate "regular" SFSP past July 1st
- SFAs that operated SFSP During an Unanticipated School Closure and SFSP during the summer (July 1st – September 7th)

SFAs that did not participate in SFSP at all in SY2020

- Christ the King School
- Laraway School, Inc.
- Lyndon Institute
- New England Kurn Hattin Homes
- Rice Memorial School
- St. Francis Xavier
- St. Johnsbury Academy
- Vermont Achievement Center
- Vermont Permanency Initiative
- Village School of North Bennington
- Windsor County Youth Services

If you would like to operate SFSP as of September 8th, please reach out to Child Nutrition Coordinator, Jamie Curley, at Jamie.curley@vermont.gov or (802)-828-2010 to start the Application Packet process.

Note: These SFAs do have approved applications on file to operate the National School Lunch Program and School Breakfast Program for SY20-21, and may continue operating these programs if they wish. However, AOE recommends switching to the SFSP as soon as possible because of the higher reimbursement rate, simpler meal pattern and record keeping requirements, and ability to feed all children 18 and under.

SFAs that operated SFSP during an unanticipated school closure and/or during "regular" SFSP (after July 1, 2020)

SFAs that operated SFSP during an unanticipated school closure but did not participate in "regular" summer (after July 1, 2020)

- Addison Central School District
- Battenkill Valley Supervisory Union
- Bennington-Rutland Supervisor Union
- Bishop John A. Marshall School
- Essex North Supervisory Union
- Harwood Unified Union School District
- Orange Southwest Unified Union School District
- Orleans Central Supervisory Union

SFAs that operated SFSP during an unanticipated school closure and "regular" summer

- Addison Northwest School District
- Barre Unified Union School District
- Burlington School District
- Burr and Burton Academy
- Caledonia Central SU
- Central Vermont Supervisory Union
- Champlain Valley Unified Union School District
- Colchester Town School District
- Essex Westford Educational Community Unified Union School Dist.
- Franklin Northeast SU
- Franklin West SU
- Grand Isle SU
- Greater Rutland County Supervisory Union
- Hartford Town School District
- Kingdom East Supervisory District
- Lamoille North SU
- Lamoille South Unified Union School District
- Maple Run Unified School District
- Mill River Unified Union School District
- Milton Town School District
- Missisquoi Valley School District
- Montpelier Roxbury Supervisory Union
- Mount Mansfield Unified Union School District
- Mt. Abraham Unified School District
- North Country SU
- Northeastern Family Institute
- Orange East SU
- Orleans Southwest SU
- Rivendell Interstate School District
- Rutland City School District

VERMONT
AGENCY OF EDUCATION
CHILD NUTRITION PROGRAMS

- Rutland Northeast SU
- Slate Valley Modified Unified Union School District
- South Burlington Town School District
- Southwest Vermont SU
  Springfield Town School District
- St. Johnsbury Town School District
- Two Rivers SU
- Washington Central Unified Union School District
- Washington County Mental Health Services Inc.
- White River Valley Supervisory Union
- Windham Central SU
- Windham Northeast SU
- Windham Southeast SU
- Windham Southwest SU
- Windsor Central SU
- Windsor Southeast SU
- Winooski School District

Updating Existing Site Applications

For each meal service, in questions B1 for breakfast and L1 for lunch, click "Calendar", this will open a new screen to change the dates of operation. For existing sites, do not change the start date of operation. Enter September 30th as the end date of operation and make sure the days of operation are correct. Click the "Update Calendar" button.

If the site did not operate in July and August, the system will automatically populate the calendar, based on the beginning and end dates of operation entered. If the days of operation have changed, this might also affect past months. Each day the site did not operate must be unselected/unhighlighted in the application. When this process is done, click "Save and Close" button. Once the information is saved and closed, the user will be directed back to the Site Application main screen. Click the "Refresh from Calendar" in order to pull this information into the Site Application.

A warning message may appear that states the "Breakfast start date cannot be in the past." and/or the "Lunch start date cannot be in the past." These are only "warnings" and will not prevent the application from being saved or submitted. Please continue completing and submitting the application for approval.

Code	Warning Description
203312	Breakfast start date cannot be in the past.
203372	Lunch start date cannot be in the past.

For each meal service, in questions B3 for breakfast and L3 for lunch, ensure that the meal service times are correct.

For each meal service, in questions B6 for breakfast and L6 for lunch, ensure the projected "Average Daily Participation (non-camp only)" is high enough. It is recommended that this number be at least the total enrollment of the school.

Instructions for Updating SY2020
SFSP Application Packets
(Revised: September 3, 2020)

Page **3** of **6**

VERMONT
AGENCY OF EDUCATION
CHILD NUTRITION PROGRAMS

Any other information that is not reflective of operation as of September 8th, such as the Site Supervisor information in questions 13-16, method of congregate or non-congregate feeding in question 43, or site type in question 28 (see below for more information) should be updated.

Adding New Site Applications

If the SFA is planning to serve meals at a site that does not currently have an approved SFSP Site Application on file, the SFA must enter a new site application for this location. Before adding a new site, please check in with a member of the AOE Child Nutrition Programs team to determine how the site will qualify to provide meals at no charge.

In the "2019-2020 Application Packet" main screen, click on "Summer Food Service Program" under Site Applications, select "Add Site Application".

- Complete one for each of the sites where meals are served.

- Indicate the correct site county in Question 4.

- **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. Please enter a day before the start of operation.

- 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.

- In question 28, select "Open" or "Closed-Enrolled in a Needy Area".

  Open sites can serve meals at no cost to all children, 18 and under. Schools following a hybrid model of in-person and remote instruction, and offering non-congregate meals, either in a grab and go and/or delivery style, are encouraged to consider operating as an open site in order to serve meals to all children in the community, such as siblings and homeschooled students, not just those children enrolled in the school.

  Closed-enrolled sites serve meals at no cost to a set population of children. Schools providing 100% in-person instruction may only want to serve children enrolled in the school, in which an "Closed-Enrolled in a Needy Area" site would be operated. In this case, meals would not be available from that site for younger siblings, home school children, or children who normally attend schools that are further away.

- In question 29, the Eligibility Method will be "School Data", unless instructed by Child Nutrition Programs staff to use "Census Data".

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.

VERMONT
AGENCY OF EDUCATION
CHILD NUTRITION PROGRAMS

For Percentage of Enrollment Eligible for Free and Reduced-price Meals: please enter the school's official 2019-2020 Free and Reduced percentage, which can be found in the [Free and Reduced Report](#) on the 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.

Schools under 50% free and reduced, will receive a warning message that states, "The school's free and reduced percentage must be greater than or equal to 50%". This is only a "warning" and will not prevent the application from being saved or submitted.

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 enter 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 number listed for SFSP: Percent 0-18 year olds eligible. If that not 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.

- For question 32, sites must do Unitized Meals or may select "Other (provide explanation)" and indicate "Bulk meals" in the box provided. Sponsors with a Food Service Management Company (FSMC) or vended meals agreement must submit an [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).

- 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 direct the user back to the Site Application main screen, click the "Refresh from Calendar" to pull this information into the Site Application.

- For each meal service, in questions B4 for breakfast and L4 for lunch, select the appropriate "Meal Service Method". If a Food Service Management Company (FMSC) provides meals to the site, regardless of whether they are prepared on-site or delivered from a central kitchen, the site must select "Vended by Food Service Management Company (FSMC)".

  - 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

VERMONT
AGENCY OF EDUCATION
CHILD NUTRITION PROGRAMS

- For each meal service, in questions B6 for breakfast and L6 for lunch, the projected "Average Daily Participation (non-camp only)" must be entered. It is recommended that this number be at least the total enrollment of the school.

- In question 43, if the site plans to do some form of non-congregate meals, including grab and go, delivery and/or a hybrid model of meals consumed in school and off-site, please put a brief description in the box provided.

- In question 51, in the "Advertisement Date(s)" box, enter the date advertised.

- In question 52, select the method of advertising.

Any changes made to the SFSP Application Packet, whether it be an updated Site Application or new Site Application, require the packet to be submitted for approval from the State agency.

This institution is an equal opportunity provider.

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