

# Summer Food Service Program (SFSP) During Unanticipated School Closures: Claim for Reimbursement Submission

Jamie Curley  
Vermont Agency of Education  
Child Nutrition Programs  
Child Nutrition Coordinator

# Overview

- The purpose of this training is to give an overview of the claim for reimbursement process when using the Summer Food Service Program (SFSP) during an unanticipated school closure.

# Topics Covered

- Reimbursement Rates
- Site Types
- Meal Counts
- Site Caps
- Submitting a Claim for Reimbursement

# Reimbursement Rates

# 2020 SFSP Reimbursement Rates

Meal	Rural/Self-Prep, Rural/Vended, and Urban/Self-Prep	Urban/Vended
Breakfast	2.3750	2.33
Lunch/Supper	4.1525	4.0875
AM/PM Snack	.9775	.9550

# Administrative and Operating Reimbursement

- SFSP reimbursement is broken into Administrative Reimbursement and Operating Reimbursement.
- All sites receive the same operating rates, for meals, but depending on the site, the administrative reimbursement level may be different.

# Administrative Reimbursement

- Rural/Self-Prep
- Rural/Vended
- Urban/Self-Prep
- Urban/Vended

Urban/Vended is the only type of site that receives the lower-level of administrative reimbursement

# Urban vs. Rural

- Chittenden, Franklin, and Grand Isle counties are considered urban. The rest of the counties in Vermont are rural.

[USDA Rural Designation Map](#)



# County Determination

- Ensure the correct county is indicated for each site in Question 4 of the Site Application.
- It is critical that this is accurate because it affects your reimbursement rate.

# Self-Preparation vs. Vended

- **Self-preparation:** the sponsor is self-operating in-house food service. This includes sponsors that prepare meals in a central production kitchen and deliver to sites. It also includes those sites that receive meals from said central kitchen.
- **Vended:** there is a contract with a Food Service Management Company (FSMC), or an agreement with a School Food Authority (SFA) or other sponsor, to provide meals. Even if meals are prepared at a central production kitchen and delivered to sites, it is still considered vended if there is an agreement with an outside entity.
- Vended and satellited are not the same.

# Meal Service Method

- In questions B4, for breakfast, and L4, for lunch, of the Site Application, select the correct type:
  - 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

**It is critical that this is accurate because it affects your reimbursement rate.**

# Sites

# Meal Types

- Breakfast
- AM Snack
- Lunch
- PM Snack
- Supper
- If sites are doing more than one meal each day, those meals must be served in order.  
E.g. breakfast cannot be served after lunch

# Days of Operation and Meal Combinations

- Non-residential camps
  - May serve up to 3 meals a day, any combination there of
- Open and closed enrolled sites
  - May serve up to 2 meals a day; cannot do lunch and supper in the same day
  - Sites can provide different combinations of meals on different days
- You can serve weekend meals!

# Open Sites

- All children, 18 and under, can receive a meal, no questions asked.
- USDA regulations also allow meals to be served to persons older than 18 who are determined by a State educational agency or a local public educational agency of a State to be mentally or physically disabled and who participates in a public or nonprofit private school program established for individuals with disabilities may be served. If your school serves students with disabilities who are over 18, they may be provided meals.

# Closed-Enrolled in Needy Area

**This type of site is not applicable for most sponsors in this current situation.**

- Daycares for children of essential workers that are located in area eligible locations may be Open or Closed-Enrolled in Needy Area sites.
- Some housing locations may also be Open or Closed-Enrolled in Needy Area sites.



# Area Eligibility Waiver

- On March 29, 2020, the USDA granted Vermont a waiver of area eligibility requirements.
- This waiver is retroactive to March 20, 2020.
- This means formerly non-area eligible camp sites may now operate as open sites.

# Non-Residential Camp Sites

Making changes in the Site Applications for formerly Non-Residential Camp sites will depend on a few factors and can be grouped in to two categories:

- Sites that started after March 20<sup>th</sup>
- Sites that started before March 20<sup>th</sup>

# School Sites that Started after March 20<sup>th</sup>

“Non-residential camp” sites that started after March 20<sup>th</sup> may change to “Open” sites.

- Question 28: change to Open
- Question 29: Eligibility Method, select “School Data”
  - For School District, enter your SU or SD name.
  - For School Name, enter the school name.
  - For Percentage of Enrollment Eligible for Free and Reduced-price Meals, enter the school’s current Free and Reduced percentage, which can be found in the [Free and Reduced Report](#) on our Child Nutrition Programs webpage.
  - For Program Year of School Data, select 2019-2020.

# School Sites that Started After March 20<sup>th</sup>

fall into one of the two categories below:

- Served 50% or more F&R status children
- Served fewer than 50% F&R status children

# Served 50% or more F&R status children

- Served 50% or more free and reduced-price status students from the first day of operation until March 19<sup>th</sup>, may change site type to open
- Question 28: change to Open
- Question 29: Eligibility Method, select “School Data”.
  - For School District, enter your SU or SD name.
  - For School Name, enter the school name.
  - For Percentage of Enrollment Eligible for Free and Reduced-price Meals, enter the school’s current Free and Reduced percentage, which can be found in the [Free and Reduced Report](#) on our Child Nutrition Programs webpage.
  - For Program Year of School Data, select 2019-2020.
- In the Attachment List section of the Application Packet, upload the [Waiver of Area Eligibility Requirements for SFSP/SSO During COVID-19](#)

# If your site served fewer than 50% F&R status children

you have two choices of next steps:

1) Change the current Site Application to capture meals served before March 20<sup>th</sup> and create a new Site Application to operate from March 20<sup>th</sup> forward.

2) Update the current Site Application and don't claim any meals served prior to March 20<sup>th</sup>

# Change Site Application and Create a New One

- 1) Change end date of the original non-area eligible application to March 19<sup>th</sup>
- 2) Create a new site application with the same name as the original site but with “- Open” at the end (e.g. School House - Open). This site will have a start date of March 20<sup>th</sup>.

For this new application:

- Question 28: Open
- Question 29: Eligibility Method, select “School Data”
  - For School District, enter your SU or SD name.
  - For School Name, enter the school name.
  - For Percentage of Enrollment Eligible for Free and Reduced-price Meals, enter the school’s current Free and Reduced percentage, which can be found in the [Free and Reduced Report](#) on our Child Nutrition Programs webpage.
  - For Program Year of School Data, select 2019-2020.

# Change Site Application and Don't Claim Prior to March 20<sup>th</sup>

If you decide not to claim reimbursement for the meals served prior to March 20<sup>th</sup>, change the start date of your current application to be March 20<sup>th</sup> and change the site type to, "Open."

- Question 28: change to Open.
- Question 29: Eligibility Method, select "School Data"
  - For School District, enter your SU or SD name.
  - For School Name, enter the school name.
  - For Percentage of Enrollment Eligible for Free and Reduced-price Meals, enter the school's current Free and Reduced percentage, which can be found in the [Free and Reduced Report](#) on our Child Nutrition Programs webpage.
  - For Program Year of School Data, select 2019-2020.

***\*If you are not claiming these meals for reimbursement, you must come up with non-federal funds to cover the costs, including food, labor, and other costs of producing those meals. This documentation must be maintained on file and is subject to assessment during an Administrative Review.***



# Meal Counts

# Meal Counts for Non-Residential Camp Sites

- Meals must be tracked by student name and eligibility status.
- If using an electronic Point of Service (POS) or paper roster, sites must prevent overt identification of eligibility status by ensuring that the students' status is coded or in the case of a paper roster, not on it at all.
- It is critical that we continue to maintain confidentiality and prevent overt identification of free and reduced-price status.

# Meal Counts for Open and Closed-Enrolled in Needy Area Sites

- Meal counts do not need to be tracked by child's name.
- Receive reimbursement for meals served to all children.

# Daily Meal Count Sheets

- If sites are providing multiple meals at the same time, such as breakfast and lunch, meal counts must be maintained for each meal type.
- When providing multiple days worth of meals at a time, meal counts must be maintained for each day.
- These can be done on the same sheets, if it clearly indicates which meals and days are included.
- Most sites are serving breakfast and lunch together, but must still be able to account for each meal, especially as they have different reimbursement rates.

# Non-Congregate Feeding\* Meal Counts

\*approval by State Agency is required to operate non-congregate feeding. A simple email request to CNP Staff Members will suffice.

- Grab 'n' Go
- Delivery

Each site will have multiple meal count sheets for each day.

# Monthly Consolidated Meal Count Sheets

- Sites may use an Excel document or paper sheet to record and tally meals served for the month.
- Sites may also enter their daily meal counts into their electronic POS system to generate a report showing the meals served for the month.

# Maintain Documents

- All records must be maintained on file for three years, plus the current year.
- Local rules may require records be maintained longer.

# Site Caps



# Establishing Site Caps

- In the Site Application, for each meal offered, sponsors must enter the projected Average Daily Participation (ADP).
- ADP for Open school sites, should be at least as much as the total enrollment of the school.
- Based upon this information, the State Agency will establish a Site Cap that is 20% greater than the projected ADP.

# Changing Site Caps

- If the amount of meals served within the claiming period appears as though it might potentially exceed the Site Cap, the sponsor must email the State Agency to request that the number be increased.
- This must be done prior to submitting the Claim for Reimbursement. The sponsor will need to amend the Site Applications and re-submit the Application Packet for approval by the State Agency. After the Site Cap is increased, the sponsor can enter the claim without error.

# Site Cap Error Codes

If you attempt to claim more meals than the approved Site Cap, you will receive the following error notifications from the online application and reimbursement system which will prevent you from submitting the claim.

- “223220 The number of Breakfast first meals served plus camp meals for Self-Prep and Vended cannot exceed the ‘maximum meals.’”
- “223240 The number of Self-Prep Breakfast first meals served cannot exceed the number of participating sites times the ‘maximum number of meals that may be served.’”
- “223420 The number of Lunch first meals served plus camp meals for Self-Prep and Vended cannot exceed the ‘maximum meals.’”
- “223440 The number of Self-Prep Lunch first meals served cannot exceed the number of participating sites times the ‘maximum number of meals that may be served.’”

# Claims for Reimbursement

# Claim Submission Dates

- Claims for Reimbursement must be submitted within **60 days** of the last day of the claim month.

\*For deadlines that fall on a Saturday, Sunday, or a Federal Holiday, the due date is the next business day (this is for all programs, except Fresh Fruit and Vegetable Program (FFVP))

- [60-Day Deadline Dates for Claims for Reimbursement](#) on CNP website

# Late Claims

- Exceptions for late claims may be requested in writing to Rosie Krueger, State Director of Child Nutrition Programs, at [mary.krueger@vermont.gov](mailto:mary.krueger@vermont.gov), however an exception can only be granted once in a 36-month period, per program.
- [Late Claim Procedure and Corrective Action Template](#) on CNP website

# Submitting a Claim

# Claims for Non-Residential Camp Sites

- Prior to beginning the Claim for Reimbursement for Non-Residential Camp sites, question 44 in the Site Application must be updated to include the “Actual Eligible ADP”.



# Starting a New Claim

- In the Summer Food Service Program section of the [online application and reimbursement system](#), click on “Claims” next to “Applications” in the top left hand corner of the screen.
- On the next page, click on “Claims – SFSP”.
- This will take you to a page titled “2019-2020 SFSP Claim Year Summary,” which shows all of the months of the year. The months in which you operated will be blue, and the rest of the months will be grayed out.
- Select the applicable month.
- On the next page, “2019-2020 SFSP Claim Month Details,” hit the red button, “Add Original Claim”.

# Site Information

- On the next page, “2019-2020 SFSP Claim Site List”, the sites will be listed and next to each site, it will say “Add”.
- Hit “Add” and on the next page, “2019-2020 SFSP Site Claim Report”, you will put the number of operating days for the claim period and number of meals served by meal type.
- The Average Daily Attendance for each meal type is determined by dividing the total number of first meals served by the Total Number of Days Food Served. Round down to the nearest whole number.
- Hit the red “Save” button”. It will say “The Site Claim has been saved”. Then hit “Finish” and repeat for all sites that operated that month.

# 2019-2020 SFSP Site Claim Report

**The following are likely not relevant fields for this current situation:**

- Second Meals Served
- Camp Second Meals Served
- Meals Served to Program Adults
- Meals Served to Non-Program Adults

**Open and closed-enrolled sites will not have anything to report in the following fields:**

- Camp First Meals Served
- Meals Served to Ineligible Children

# Organization Information

- Once you have completed a “2019-2020 SFSP Site Claim Report” for each site that operated that month, hit the red “Continue” button.
- This will take you to the “2019-2020 SFSP Claim for Reimbursement – Organization Information” page.
- “Question 1. Period covered by this claim”, will automatically populate with the first and last calendar days of the month.
- You must change the dates to reflect your approved operating dates for March (or whichever month you’re submitted a claim for).
- This will show you all your site meal totals, combined.
- Hit the red “Continue” button.

# Certify and Submit

- The page “Summer Food Service Program Claim Month Details for March 2020” (or other relevant months) will show a summary of your reimbursement.
- At the bottom, check off the Certification Statement box and hit the red “Submit for Payment” button.
- When you have finished submitting the claim for reimbursement, the email confirmation will be sent to whoever is listed as the “Claims Contact” in the Organization Application portion of the SFSP Application Packet.

# Claim Submission Procedure

- Sponsors should have a process in place to ensure that two sets of eyes are involved in entering and submitting the Claim for Reimbursement to help prevent any underclaim or overclaim issues due to human error.
- The CNP team strongly recommends that a sponsor representative enters the information in the Site Claim Reports and provides the back-up documentation (*Monthly Consolidated Meal Count Sheet* and the *Daily Meal Count Sheets*, if applicable) to another sponsor representative. This edit check process will help to ensure that the information was entered correctly before the claim is submitted!

# Modifying and Revising

- When a claim for reimbursement has been “Accepted”, but not yet “Processed”, it can be changed by clicking “Modify”.
- When a claim for reimbursement has been “Processed”, it can be changed by clicking “Add Revision”.
- If the revision is submitted past the 60-day deadline it is considered a late claim; please refer to slide 38: **Late Claims.**

# Questions?

Contact:

Jamie Curley

Child Nutrition Coordinator

[jamie.curley@vermont.gov](mailto:jamie.curley@vermont.gov)

(802)-828-2010



# Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.