VERMONT
AGENCY OF EDUCATION
CHILD NUTRITION PROGRAMS

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Summer Food Service Program (SFSP) Summer 2021 Application Packet Update Instructions for Sponsors that operated during School Year 2020-2021

Outlined below are important reminders for updating the 2021 SFSP Application Packet for Summer 2021 operation for Sponsors that operated during School Year 2020-2021. Please note that SFSP applications and claims for reimbursement for Summer 2021 are still handled in the current online application and reimbursement system: https://vt.cnpus.com/prod/Splash.aspx.

Until June 30, 2021, the state agency can retroactively approve changes to site applications using the waiver COVID 19: Child Nutrition Response #69 Nationwide Waiver to Allow Reimbursement for Meals Served Prior to Notification of Approval and Provide Flexibility for Pre-Approval Visits in the Summer Food Service Program- EXTENSION. This waiver expires on June 30th, 2021, and USDA has not extend it. The Vermont Agency of Education Child Nutrition Programs submitted a State-specific waiver to extend this flexibility, however USDA is unlikely to approve this.

The SFSP Application Packet Approval and Allowable Changes Procedure details the requirements for retroactively adding dates of operation in approved applications. This document is available on the SFSP Webpage. This process will go back into effect once the nationwide waiver expires on June 30, 2021. Please make every effort to update site applications with enough time for state agency approval prior to the change going into effect. Sponsors risk not being reimbursed for meals served prior to changes being approved.

Organization Application and Budget Detail

Sponsors are not required to update the Organization Application or Budget Detail, unless there is contact information that needs to be updated in the Organization Application. The Checklist Summary should only be updated if Census data screenshots need to be uploaded.

Food Production Facility List

This section is required for sites with Food Service Management Companies (FSMC) or Central Kitchens that will send meals to other locations. For FSMC sites, select "Vended" from the drop-down menu in question 1.

Site Applications

Updating Site Applications for sites that operated in School Year 2020-2021, but will not continue to operate in Summer 2021

For sites that will not continue to operate after the end of the school year, please update the end dates of operation in the Site Application to match the last day of service. This must be completed any time before the end date. Most sites currently have June 30th, 2021 as the last day of operation. Please be careful to not retroactively change the dates of operation in the months that have already occurred.

Updating Site Applications for sites that operated in School Year 2020-2021 and will continue to operate in Summer 2021

Please update the site application to reflect summer operation, focusing on logistical information.

- Please extend the end dates of operation. The end dates of operation should be before schools returns in the fall.
- Please do not change the start of operation and only extend the dates of operation going forward. Changing the start date of operation will impact your ability to file claims or claim revisions for previous months.
- Please be careful to not change the number of days in the previous months.
- Please be especially careful if you are changing the number of days per week meals are offered. For example, all school year, you were providing meals Monday-Sunday, but in the summertime, you are only offering meals Monday-Friday. In this example, when you update the "Days to Include" in the Calendar Option you will need to add back in the Saturdays and Sundays onto the monthly calendars for past months. The opposite is true as well. If you were providing meals Monday-Friday, but for the summertime will also be doing weekend operation, when you update the "Days to Include", you may need to de-select the weekends in the previous months of operation.

We recognize that this is very tedious and appreciate your patience. It is important that the days of operation are correct so that when we pull the weekly report that we send to USDA and 2-1-1, we are advertising the correct days of operation.

- In question 29 of the Site Application, please be sure to use the most current eligibility as possible. Please reach out to Jamie Curley, jamie.curley@vermont.gov, with questions about school free and reduced data or Census data.
- Please ensure that all other logistical information, such as meal service times, is correct.
- Be careful about lowering your Average Daily Participation (ADP) in the meals service sections prior to filing your June 2021 claim for reimbursement. If you do this, the system may give you an error that that the number of meals claimed exceeds the maximum meals when you file your June 2021 claim for reimbursement. To correct this error, revise the Site Application to change the ADP and re-submit the Application Packet for approval by the State agency. The State agency will increase the Site Cap and approve the Application Packet. Afterward, the claim can be entered without error.

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- If you are providing non-congregate meals, please be sure that question 43 is up to date. In question 43, if the site plans to do some form of non-congregate meals, including grab and go or delivery, please include specific details such as:
    - Times of pick-up,
    - Specific location at the school (such as the back door or the or curb in front of the school),
    - How many days' worth of meals will be provided at a time,
    - If you are doing bulk meals,
    - Any other logistical information.
- If the site is providing congregate and non-congregate meals, the main body of the Site Application should capture the information about the congregate meals and question 43 should capture the information specific to the non-congregate meals. If no non-congregate meals are offered, please leave question 43 blank.

Site Applications for New Sites

These can be created at any time but, as of July 1st, 2021, site applications must be approved prior to the start of program operation.

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.
- Per question 23, "Is this site open only to enrolled summer school students who receive academic credit?" Closed-Enrolled sites may not only serve academic summer school programs. For these purposes "academic" is defined as a program operated by the SFA/school that students are required to attend or would result in a grade on the student's transcript. Most programs in Vermont are considered enrichment programs, not academic programs.
- In question 24, if the site did not operate last year, a date must be entered for the pre-operational visit in question 26. The date must be 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.
    - Restricted Open sites have a specific number of meals to offer and are first come, first serve.
    - Closed-Enrolled sites serve meals at no cost to a set population of children.
    - Camps may serve meals to a set population of children. They may be residential or non-residential. The site 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 at 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:

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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 2020 to June 2021.
For Program Year of School Data: select 2020-2021 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 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 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, if unitized was indicated in question 32, the answer will likely be "No" as most sites will be doing the Serve model of meal service. If the site will be implementing a pre-order system, 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. These sites may select "No". The system will give a warning message 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.
- 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

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2021. Therefore, sponsors do not need to conduct pre-approval reviews or first week reviews for those sites. The Site Application 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 receive a warming 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.

- In question 39, for Open, Restricted Open, and Closed-Enrolled in Needy Area sites, the response should be "We do not collect household income statements."
- Question 42 only needs to be answered for Residential and Non-Residential Camp 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, A4 for AM Snack L4 for Lunch, P4 for PM Snack, and S4 for Supper, 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, A4 for AM Snack L4 for Lunch, P4 for PM Snack, and S4 for Supper, 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.
    - o Satellite Site – Receives meals from a (central kitchen)
    - o Self-Prep – Prepares on site and serves on site
    - o Vended by School Food Authority (SFA) – meals are purchased from a school
    - o Vended by Food Service Management Company (FSMC) – site with a FSMC contract providing meals
    - o 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.
- If you are providing non-congregate meals, please be sure that question 43 is up to date. In question 43, if the site plans to do some form of non-congregate meals, including grab and go or delivery, please include specific details such as:
    - o Times of pick-up,
    - o Specific location at the school (such as the back door or the or curb in front of the school),
    - o How many days' worth of meals will be provided at a time,
    - o If you are doing bulk meals,
    - o Any other logistical information.
- If the site is providing congregate and non-congregate meals, the main body of the Site Application should capture the information about the congregate meals and question 43 should capture the information specific to the non-congregate meals. If no non-congregate meals are offered, please leave question 43 blank.

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- 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 the Food Production Facility has been completed. 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.

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