

2024 Summer Food Service Program (SFSP) Application Packet Overview

Summer Food Service Program (SFSP) sponsors that wish to participate in the Program in Summer 2024 must have an approved 2023-2024 SFSP Application Packet on file. The SFSP Application Packet must be submitted in the [Harvest Child Nutrition System](#) by **June 1st, 2024 and approved by the State agency prior to the beginning of Program operation.** The packet should be submitted as complete and thorough as possible. New sites may be submitted after that date at any time throughout the summer.

Once the user has logged into the system, select 'Applications' in the upper left corner. Be sure to select program year 2023-2024.

Outlined below are important reminders when completing the SFSP 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.

Organization Profile

Organizations applying to participate in the SFSP must have a complete Organization Profile in the Harvest Child Nutrition System. School Food Authorities (SFAs) and organizations which operate other Child Nutrition Programs (CNP) may already have a completed Organization Profile on file for the current year. These organizations should still review their Organization Profile to ensure information is up-to-date and accurate.

In Organization Profile Page 1, the organization must indicate the county in which the sponsor office is located, their SAM UEI, and their highest level of contact. For public School Food Authorities (SFAs), this should be the superintendent and for independent schools, this should be the Head of School.

In Organization Profile Page 2, the organization must indicate whether they contract with a Food Service Management Company (FSMC). Organizations contracting with a FSMC must fill out the information related to their contract, including the primary contact, beginning and end dates of the contract, and contract year.

In Organization Profile Page 3, the organization must select the Program(s) they will be participating in (SFSP must be selected) and their "Type of Agency". If "Residential Camp" or "Private Non-Profit" are selected, a message will appear stating, "Must have tax exempt status with the Internal Revenue Service and be a 501c(3) organization. Religious organizations should upload tax exempt letter."

Please upload your 501c(3) letter from the IRS here. Valid file types are: doc, docx, xls, xlsx, pdf.

Choose a file or drag it here.

Once the information has been entered into each tab of the Organization Profile, navigate to the Acknowledgement and Certification tab to submit, and check the box "I attest that all information

here is correct and complete". If you have a Food Service Management Company contract, as indicated in Organization Profile Page 2, it will also state, "Submission of this Organization Profile will be automatically accepted without AOE review. However, this does not constitute approval of the FSMC agreement. The FSMC review must be completed and approved by AOE prior to any claims processing for the school year that matches the year of this Organization Profile."

The Organization Profile will be automatically accepted by the system.

Organization Application

To access the SFSP Application Packet in the Harvest system, select "Applications" in the upper left corner, select program year 2023-2024, and select "Create Application for 2023-2024" under Summer Food Service Program. 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, and pay particular attention to the new questions added to the packet.

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

Site Applications or Meal Preparation Facilities from the packet that will not be operating in the current year can be deleted. The options in the Action column will be to "Open" or "Delete" the site(s). 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", the site Status will show as Deleted and the Action will show the option to "Start" the site.

Management Plan

This is a new section of the SFSP Application Packet for summer 2024. This is a requirement of the [Streamlining Program Requirements and Improving Integrity in the SFSP Final Rule](#). Refer to [SFSP 03-2023 Guidance on Performance Standards, Budgets, and Management Plans in the Summer Food Service Program](#). The purpose of the Management Plan is to assess an organization's compliance with financial viability, administrative capability, and Program accountability. These standards are collectively known as "VCA". School Nutrition Program (SNP) and Child and Adult Care Food Program (CACFP) operators in good standing do not have to submit the Management Plan. Per 7 CFR 225.2 "Good standing" means the status of a program operator that meets its Program responsibilities, is current with its financial obligations, and, if applicable, has fully implemented all corrective actions within the required period of time. If sponsors operate SNP and CACFP, they must be in good standing for both programs in order to be exempt from the Management Plan requirement. The Management Plan is divided into 3 tabs:

Performance Standard 1 – Financial Viability and Management

This section of the application is to ensure the organization is financially viable to operate the Program in accordance with generally acceptable accounting practices and has the financial resources to withstand temporary interruptions in payments and/or fiscal claims against the organization.

- “Explain how the sponsor’s participation will help ensure the delivery of Program benefits to otherwise unserved sites or children.”
- “Describe how the sponsor will recruit sites.” Explain how the sponsor identifies and provides outreach to underserved areas and determines locations where children naturally congregate or would be accessible to households.
- “Did the sponsor expend more than \$750,000 in federal funds during the last fiscal year?” If the answer is “Yes”, the organization must upload a copy of their most recent Financial Audit.
- “New sponsors must submit copies of last year’s financial statement which may include: Balance Sheet, Income Statement, or Federal Tax Returns.” SFAs are not required to answer this question.
- “New and renewing sponsors must submit a list of sources and amounts of income, other than the SFSP reimbursements, available to the sponsor to withstand temporary interruptions in payments and/or fiscal claims against the sponsor.” Organizations may submit any of the following documents:
 - A written-out list of sources of income, and their amounts on an annual or otherwise basis
 - A printout from QuickBooks or other accounting software listing the different revenue sources and the amounts received.
 - A profit loss statement
 - Most recent tax return
 - A balance sheet
 - Letters awarding grant funding
- “Renewing sponsors must submit a copy of their Statement of Financial Position (or Balance Sheet) for the last available fiscal year end.”

Performance Standard 2 – Administrative Capability

This section of the application is to ensure the organization has the administrative capability to manage the Program in accordance with federal requirements.

- “Did the sponsor subcontract for any SFSP functions? Note: an organization may not contract out for the management of the SFSP. If the sponsor has a Food Service Company (FSMC) contract, the answer is “Yes”.”
 - Organizations may not contract out for the management of the SFSP. The organization must be administratively capable to effectively manage the Program with its own employed individuals.
- “Is the sponsor new or has it updated the sponsor’s SFSP job descriptions within the past year?” If “Yes”, upload a copy of SFSP job descriptions.
 - If the organization has a SFSP manager, they should upload a description of their role as it pertains to SFSP duties. This will ensure the individual responsible for managing the Program is assigned all of the necessary duties to operate the Program according to its requirements. If SFSP duties are managed by several individuals, the document should indicate which duties are assigned to each role.
- In the Operating and Administrative Labor table, the organization must indicate the name and title of the individual responsible for the SFSP duty in each row.
 - The organization must indicate the amount of time allocated to perform each duty, and how often this occurs. An example of this would be performing food purchasing 1 hour per week.
 - The organization must also indicate who double checks each duty. It is

crucial that each organization has a second staff member to review each duty and ensure they are performed accurately. This will ensure accountability and the correction of identified errors.

- In the Monitoring chart, organizations must indicate the name and title of individual responsible for monitoring.
- “If a monitor observes meals that do not meet the meal pattern requirements (including vended meals), how does the sponsor ensure that such meals are not claimed for reimbursement?”
- “If a monitor discovers program issues during a site visit, how is corrective action assigned and what follow up is performed to ensure the corrective action is implemented and issues are corrected?”
- “Upload proposed monitoring schedule with dates of required reviews, including Pre-Operational Reviews, if applicable, First Two Week Reviews, if applicable, and Site Reviews conducted within the first four weeks of operation.”
- Is the sponsor new or have they updated the nondiscrimination policy statement within the past year? This is to ensure the organization complies with civil rights requirements, including not discriminating against the federally protected civil rights bases of race, color, national origin, sex (including gender identity and sexual orientation), age, and disability, and the additional state protected bases of religion and marital/civil union status.

Performance Standard 3- Program Accountability

This section of the application is to ensure the organization has internal controls and other management systems in place to ensure fiscal accountability and program operation in accordance with the federal requirements. The organization must operate with fiscal integrity and ensure all funds received are used appropriately. The organization must have procedures in place to prevent fraud or misuse of funds.

- “Governing Board for Nonprofits/Responsible Principals” must be completed by non-profit organizations to include at least one person.
- “Are there any personnel related to other board members/responsible principals or staff the sponsor?” If “Yes”, please specify the name(s) and position(s) held.
- “Describe the Board/Responsible Principal’s role in approving fiscal decisions, policy decisions, and other administrative decisions related to SFSP.”
- “How often does the board/responsible principals meet?”
- “The sponsor must upload documentation that confirms the sponsor’s governing board of directors/responsible principals are aware of the responsibilities and liabilities associated with participation in the SFSP. Documentation includes SFSP budget approval, Meeting Minutes, Bylaws, or a letter from the Board of Director/Responsible Principals acknowledging the organization’s role in the SFSP.”
- “Does the organization have by laws available for the State agency to review upon request?” “If no, indicate the date your sponsoring organization have laws available.”

The organization must provide information to demonstrate there are financial systems in place to ensure fiscal integrity and accountability of funds received, expenses incurred, and accurate claim processing. The organization must answer the following questions.

- “Describe in detail the sponsor’s accounting system that tracks SFSP reimbursement, SFSP revenue, and SFSP expenses.”
 - how they will track payments, revenue, and expenses for the SFSP.

- “Describe in detail how the sponsor ensures SFSP reimbursement is only used to pay for allowable SFSP expenses.” SFSP funds cannot be used for non-Child Nutrition Program purposes. Each organization must have a process in place to ensure SFSP funds are only used for allowable costs. This may include purchasing SFSP-related expenses separately, reviewing receipts each month to remove non-Program expenses, or other systems to ensure SFSP expenses are tracked and paid for separately than other expenses incurred by the organization.
- “Describe in detail how the sponsor ensures employees are not committing fraud or misusing SFSP reimbursement.” The organization must have internal controls to ensure SFSP funds are being properly used and that fraud does not occur. This may include overseeing staff to ensure they are not falsifying information, having a board review use of Program funds, or other safeguards to ensure Programs requirements are being met.
- “Describe in detail how the sponsor ensures claims are supported by required documentation (meal counts, invoices, delivery receipts, eligibility documentation, etc.).”
- “Describe in detail the monthly claim edit checks that are performed prior to claim submission to ensure the information on the claim is accurate.”
- “Describe in detail how the sponsor ensures claims are submitted for payment in a timely manner (within 60 days after the claim month). Please refer to the [60-Day Deadline Dates for Claims for Reimbursement](#),” to claim submission), and timely (filed within 60 days after the claim month).”
- “The sponsor will maintain appropriate records to document compliance with SFSP requirements.”
- “Does the organization maintain SFSP records at an off-site storage facility?” If yes, please provide the name of the facility, the physical address, the contact name, and phone number.” This would be like an off-site storage facility or warehouse.
- “The sponsor will follow the practices above that result in the operation of the SFSP in accordance with meal service, recordkeeping, and other operation requirements.”
- “Describe in detail how the sponsor ensures that adequate amounts of food items are purchased, prepared, and served according to the SFSP meal patterns.” Examples of appropriate practices include using the [USDA Food Buying Guide for Child Nutrition Programs](#), developing cycle menus with portion sizes listed, and using measuring cups to ensure minimum portion sizes are provided.
- “Describe in detail how the sponsor ensures meal counts are documented at each meal service and accurately reflect the number of participants served.” This may include who is responsible for taking POS meal counts, who is responsible for reviewing and consolidating meal counts, and performing edit checks prior to submitting the claim for reimbursement.
- “Upload a sample menu for at least one week of operation.”
- “Describe the process for providing modifications to accommodate disabilities, including meal modifications.” This should include how sponsors ensure documentation is obtained from the household to document meal pattern modifications that fall outside the meal pattern requirements.

Org Info

- In “Begin Date” and “End Date”, enter the start and end dates for all the sites. The program cannot begin until after the school year is over and must end before the next school year begins.
- Enter the “Physical Address” and the “Mailing Address” for the central office of the SFA or the sponsor’s main office. The system will require you to perform a “Validate Address” check.
- “Does your program operate in more than one state?” If “Yes”, enter the name of the other state(s). Per [SFSP 01-2014, Sponsors Operating in Multiple States in the Summer Food Service Program](#), there are specific requirements for multi-state sponsors.

Contact Info

- Enter the names and contact information for the different positions. Please ensure names and email addresses are spelled correctly and phone numbers include extensions, if applicable. The “Monitoring Contact” should be different than the “SFSP Director or Contact Person” and the Site Supervisor(s). This is an important separation of duties. This person also cannot be a representative of a Food Service Management Company (FSMC).

Ethnic and Racial Data

- Using the link provided in the instructions, the organization must search for the county in which the Sponsor’s 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. For the “White” field, please use the figure for “White alone, percent”.

Outreach

- This tab includes questions related to the civil rights requirements to have an effective public notification system and to not discriminate based on the protected bases.

Training

- The Sponsor must indicate the individual from the organization that has received the mandatory SFSP training from the State agency, “Did the Sponsor Administrator, SFSP Director or Contact Person, attend this year’s state training?” The positions listed in this question are all fields in the “Contact Info” tab. If none of the individuals named in those fields in the “Contact Info” tab attended the training, please provide the name of the sponsor representative that did attend training. In “Date that training was completed” put the date of the training.
 - If staff participated in the live Summer Meals Sponsor Training webinar on April 9th, 2024, enter that date in the text box. If they watched the [recording](#), enter the date of viewing.
- In “Name(s) of person(s) responsible for conducting training sessions for Staff” and “Date(s) Staff training will be conducted”, enter the planned date to provide the SFSP training to all other individuals involved in program operation and implementation and the

name of the person responsible for providing the training or ensuring that it is completed. At least one training date must be prior to the start of program operation.

- To request a certificate for the SFSP trainings, go to [Child Nutrition Certificate Request Form](#) and in the Course Type dropdown menu, select “Summer Food Service Program 2024”.

Advances

- Advance requests are addressed in detail in the Summer Meals Sponsor Training. Please note if the advance provided exceeds the claim for reimbursement, the sponsor must repay the difference.

General Questions

- “Does the sponsor wish to receive USDA Foods/Commodities? (Eligibility is determined by State agency).” Sponsors eligible to receive USDA Foods include self-preparation sponsors; sponsors which contract with a School Food Authority (SFA) for meal service, and SFA sponsors that contract with the same Food Service Management Company (FSMC) that provides their school meal service. For eligible returning sponsors that answer “Yes”, allocations will be based on meal counts from the previous Summer 2023. For eligible new sponsors that answer “Yes”, allocations will be based on Summer 2024 projected meal counts in the operating reimbursement section of the “Budget” tab.
- “Does your agency provide year-round public services to the community other than operating the SFSP?” SFA sponsors should answer “Yes” and put “School Food Authority (SFA)” in response to the question “If Yes, describe the nature of the service.”

Meal Preparation Facilities

- For sites with Food Service Management Company (FSMC) contracts, and/or central kitchens that will send meals to other locations, answer “yes” to the question, “Do you have central or vended meal preparation facilities to document?”
- To create a new facility, select “Add Facility” on the far right of the screen. For self-preparation central kitchens, select “Self-prepared Central Kitchen”. For FSMC sites, select “Vended by Food Service Management Company (FSMC)”.

Site Application(s)

Complete a Site Application for each site where meals are served (if non-congregate delivered meals are provided, the site is the location where the meals are prepared).

Site information can be updated throughout the summer, however, it must be submitted and approved prior to implementation. It is critical that Site Applications contain the most up to date information possible, as this information is regularly provided to the USDA and open site information is used to populate the [USDA Meals for Kids Site Finder](#) and Hunger Free Vermont’s list of sites.

New sites can be added at any time throughout the summer, however, no reimbursement will be received for meals served at these sites prior to the approval of the Site Application. To add a new site, please email jamie.sutter@vermont.gov or sarah.bangs@vermont.gov with the specific site name.

Site Info

- In the Physical Address and Mailing Address sections, the system will require you to perform a “Validate Address” check.
- Be sure to include the correct site county in the Physical Address. This is a factor in determining the applicable reimbursement rate and whether non-congregate meal service is allowed.
- “Please explain how meal service areas are accessible to people with disabilities. This includes physical accessibility, meal modifications, and other ways to ensure persons with disabilities can receive meals.” We are looking for responses such as whether the site is Americans with Disabilities Act (ADA) compliant, if there are ramps or elevators for people with mobility disabilities, that there are procedures to request meal modifications to accommodate disabilities, and other ways people with disabilities are able to receive meals from the site.

Site Type and Eligibility

- In the Tax Status question, if the site is a public school, please select “Public”. If the site is “For-Profit”, it must be open or restricted open, and the meals cannot be prepared on-site. Please review [SFSP 13-2011 For-Profit Locations as Meal Sites in the Summer Food Service Program](#).
- “Is your site an academic summer school? Academic summer schools are programs that are operated by an SFA/school that students are required to attend or would result in a grade on the student’s transcript.” Closed-Enrolled sites cannot just serve academic summer school programs. Most programs in Vermont are considered “enrichment” rather than “academic” programs. If the site is an academic summer school, the Site Type must be Open or Restricted Open.
- If the site did not operate last year, a date must be entered for the pre-operational review. Sponsors must conduct the pre-operational review prior to the start of Program operation. Existing sites that are new to non-congregate meal service must also complete the Pre-Operational Review.
- “Do you know of another SFSP program site within ¼ mile of your site?” If “yes”, provide the name of the site, sponsor, and an explanation of how the sites will not serve the same populations for the same meals. Refer to [SFSP 15-2023 Best Practices for Determining Proximity of Sites in the Summer Food Service Program](#). Examples of acceptable exceptions include:
 - Public safety concerns such as a lack of sidewalks or are separated by a busy highway
 - Sites appeal to different specific age groups or special dietary requirements
 - Sites offer the same short meal service times
- In the Site Location section, the site county will re-display from the “Site Info” tab. Select whether the site is “Urban” or “Rural”. Refer to the [USDA Rural Designation Mapper](#) to determine if your area is considered Rural or Urban.
- You may also select rural if you were notified by the State agency that you are located in a “pocket” within a Metropolitan Statistical Area which is determined to be rural in character based on other data sources as per “7 CFR 225.2 Definitions *Rural*.” If operating non-congregate meal service, these sites may only offer grab and go meals, not delivery.
- In the SITE TYPE section:
 - Closed-Enrolled sites based on area eligibility must explain why a closed-enrolled site, rather than an Open site is being operated, to ensure that program

access is not limited. Reasons could include limited staff, space capacity, or safety concerns.

- For “Open Site Using School Data”, “Open Site Using Census Data”, “Restricted Open”, and “Closed Enrolled” sites, it will ask “Is the site only providing non-congregate meals?”, if “Yes”, the Meal Service Operation tab does not need to be completed, and a message will appear that states, “Based on your site type, you are not required to complete this page.” The information that would have been answered in this tab will now be captured in the “Non-Congregate” tab.
- If the site is not in an area eligible location or 50% or more of the children enrolled are eligible for free or reduced-price meals, and you would like to just provide non-congregate meals to free and reduced-price eligible children only, please select, “Conditional Non-Congregate Site”. These sites must upload a copy of their hearing procedures for families requesting to appeal a denial of an application for free meals.
- If the site is using School Data or Census Data to establish an Open, Open Restricted, or Closed-Enrolled site, work with Jamie Sutter, jamie.sutter@vermont.gov, to determine which information to use.

If the site qualifies through School Data:

If the site is located at a school with 50% or more Free and Reduced-Price eligibility in the most recent Site Enrollment Report, the system will automatically populate this information.

If this is not the case, the system will ask “Are you using an alternate option as instructed by the State agency?” This option should only be selected with explicit permission from the State agency, such as due to temporary relocation of an area eligible site to a non-area eligible site due to construction, with approval from the National office. If not, please select “No” and proceed to the other options.

The site may use:

A subsequent month where a school is eligible. Enter the month, F&R%, school name, SFA name, and program year of school data.

If the site is not located at a school, but in the attendance area of a 50% or more F&R school, or if the site is a school using a different school’s free and reduced-price information, enter the following:

Month and Year of Eligibility, Percentage, and Program Year of School Data:

If using the school’s official Free and Reduced percentage from the current year on the Child Nutrition Programs [Free and Reduced Eligibility Report](#), put 10/31/2023 as the month and year of eligibility and 2023-2024 as the program year of school data.

If the school reaches 50% or more free and reduced eligibility in any month from November 2023 to June 2024, that percentage may be used instead of the official number from the Free and Reduced Eligibility Report. Enter that month and year in the month and year of eligibility. The day does not matter in this case. Enter 2023-2024 as the program year of school data. If the school’s official Free and Reduced percentage from a previous year is used, using the 5-year flexibility provision, put 10/31 and the relevant year in the month and year of eligibility and the applicable program year in the program year of school data.

School Name: Enter the school’s name.

SFA Name: Enter the SU or SD name.

If the site qualifies through Census Data:

Percentage of Eligible Children: 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.

If this is not the case, the system will ask “Are you using an alternate option as instructed by the State agency?” This option should only be selected with explicit permission from the State agency, such as due to temporary relocation of an area eligible site to a non-area eligible site due to construction, with approval from the National office. If not, please select “No” and proceed to the other questions.

Block Number: Enter the 12-digit Block Group number.

Group Number: Enter the 11-digit Census Tract number.

Census Data Year: Enter the year of the census data.

Age Range: Indicate whether the percentage used represents “0-12 year olds” or “0-18 year olds”. Selecting “0-12 year olds” does not mean this is the only age range that can be served, it just refers to the data used to establish eligibility.

Site Operation

- If the site is a residential camp or non-residential camp as indicated in the Site Type section of the Site Type and Eligibility tab, the following question will appear “Is there a regularly scheduled, organized activity at the site?” and the answer must be “Yes”. Please include the activities offered in the text box titled “List below the activities”.
- Sites may select “Cafeteria Style”, “Unitized meal”, or “Other”. Closed-enrolled and camp sites will also have the option to select “Family Style”.
 - Sponsors with a FMSC or vended meals agreement must upload a [SFSP Unitized Meal Waiver](#) if they wish to serve non-unitized meals.
- “Does the system used to serve meals to children at the site ensure that each child receives a complete meal, and that meals are counted at the point of service?” It is understood that for non-congregate meal service, parents/guardians may be receiving meals rather than children.
- “Does the site have the necessary staff and facilities so that the meal service is organized and properly supervised?” If only providing non-congregate meals, it is understood that meal service will not be supervised.
- The question, “Is this site implementing Offer versus Serve (OVS)?”, will only appear if the sponsor is an SFA. Non-SFA sponsors that would like to implement OVS must watch the [Brighton Training Group course](#), Planning and Administering the SFSP 2024 (VTAOE-178) Lesson 2 Meal Service Planning, specifically Topic 2, and then email the State agency to request the waiver. OVS is not allowed for non-SFA sponsors doing non-congregate meal service.
- “Are you requesting a waiver for the First Two Week Site Visit?” First two week reviews are required for new sites, existing sites new to non-congregate meal service, and sites that experienced problems in the previous summer.
- “When sponsors collect meal applications, these forms must conform to USDA regulations and guidelines.” For Open, Restricted Open, and area eligible Closed-Enrolled sites, the response should be “We do not collect meal applications.”
- “Meal counts must be taken each day at each meal, and documentation must be kept on file at the sponsoring organization. Indicate the form that will be used to take the meal counts at each site.” Non-residential and residential camp sites may not select “We will

the Daily Meal Count Form provided by Child Nutrition Programs” as meals must be tracked by individual child.

- “Describe the planned supervision of children during meal service.” If only providing non-congregate meal service, please note that in the text box.

Ethnic and Racial Data

Enter the ethnicity and race 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 site. 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.”

Please use the information collected from the Race and Ethnicity Data Forms last year for returning sites. For new sites, please use the most appropriate method from the options below.

On May 17th, 2021, USDA released [CACFP 11-2021, SFSP 07-2021 Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and Summer Food Service Program – Policy Recission](#). Race and ethnicity data is no longer to be collected by visual observation.

School Food Authority (SFA) Sponsors

School Food Authority (SFA) sponsors may use the information collected by the registrar at the beginning of the school year maintained in the student information system.

Non-Profit Sponsors

Non-profit sponsors may use the information collected by their local SFAs. The State agency will provide this information upon request to the non-profit sponsors.

Sponsors of Camps

Sponsors of residential and non-residential camp sites, which collect meal applications, will use the information reported on the back of the applications. Children must not be asked to identify their own race and ethnicity.

Meal Service Information

Indicate whether the site is “Self-preparation at the site” or “Meal Preparation Facility”. Sites that receive meals through a vended meals agreement, FSMC contract, and/or meals that are delivered or picked up from a central kitchen must select “Meal Preparation Facility (Central Kitchen or Vended Site)”. Sites that receive vended meals through an FSMC or other vendor, or receives meals from a central kitchen, must answer “yes” to the question, “Do you have central or vended meal preparation facilities to document?”.

Meal Service Operation

- Note: If only offering non-congregate meals, as indicated in the “Site Type and Eligibility” tab, a message will appear that states “Based on your site type, you are not required to complete this page.” Proceed to the “Non-Congregate” tab.
- Select the meal types to be served at the site. Note: non-camp sites cannot receive SFSP reimbursement for lunch and supper in the same day at the same site.
- Please enter ‘0’ for months with no days of operation in the “Projected number of days the site will serve meals each month”.
- For each meal type selected, provide the “Maximum Program Capacity (# of children)” for the site and the “Projected Average Daily Attendance (#of children). Based on 120% of the projected ADA, the system will calculate the Site Cap. If the meal counts served seem as if they will exceed the Site Cap, email the State agency to request to increase this number, prior to submitting the claim for reimbursement.

Non-Congregate

This tab is applicable for programs that are eligible to offer non-congregate meal service. If not, a message will appear on the screen that says, “You are not eligible to offer non-congregate meals.” If potentially eligible to operate non-congregate meals, it asks, “Will the site offer non-congregate meals?” If the answer is “No”, please save and move on. If you are operating a “Conditional non-congregate site” or have already indicated in the “Site Type and Eligibility” tab that only non-congregate meals will be provided, “Yes” will be the only option to select. If the answer is “Yes”, subsequent questions will appear. In order to operate non-congregate meal service, someone from the sponsor must have watched the [Non-Congregate Meal Service Training](#).

- “Did you provide non-congregate meals last summer?” If the answer is “No”, you will be required to enter a date for a pre-operational review as sites new to non-congregate meal service are considered new for monitoring purposes.
- “Why is congregate meal service not available?” Non-congregate meal service is only allowed when no congregate meal service is available. Select the applicable reason(s), “Lack of Transportation for Households”, “Lack of Space”, “Lack of Staff”, “Safety Concerns”, “Other”, and provide an explanation.
- Select the method(s) of non-congregate meal service. Options include “Grab and Go” and “Delivery to Households”. For all choices, a text box will appear, “Please provide specific details (ex. dates available, times of pick-up, specific location at the site (such as the back door or curb in front of the building), how many days’ worth of meals provided at a time, if doing bulk meals, etc.) The text provided will be used for the USDA Meal Site Finder Mapping Tool. Please summarize the logistical information provided in this tab.
 - Note: Sites established via past year census data will only be able to offer “Grab and Go” meals.
 - Note: Sites designated a “rural pocket” may only offer “Grab and Go” meals.
 - Sites offering “Household Delivery” must explain, “How did you obtain written permission from the household? Written consent could include hard copy, email, or other electronic means of communication. Sponsors must confirm the household’s current contact information and the number of eligible children in the household.”
- In the “Projected Number of Days The Site Will Serve Meals Each Month” calendar section, report the number of days of meals. If providing more than one day of meals at

a time or doing bulk meals, report the number of days' worth of meals provided, not the number of days meals were distributed.

- “Will the site allow parents/guardians to pick-up or receive meals on behalf of their children without them present? Answer “Yes” or “No”.
- Select “Bulk Meals- these are non-unitized, grocery style meals” and/or “Multi-Day Meal Service- more than once day of meals provided a time”. Please note vended sites (sites that contract with a Food Service Management Company (FSMC) for meal service) cannot provide bulk meals.
- Indicate “How many days of meals are being provided at a time?” If you are only allowing households one day worth of meals at a time, regardless of how many meal types you are offering (such as just breakfast or breakfast and lunch), answer “1” in the text box provided. USDA allows up to 10 days of meals at a time for multi-day meal service and 5 days of meals at a time for bulk meals. At State agency discretion, on a case-by-case basis, we may approve up to 10 days of meals at a time for bulk meals. Please keep in mind that no changes to the meal pattern can be made so adequate servings sizes must be provided, including the required amount of milk.
- “If you are providing more than one week of meals at a time, please describe how appropriate food safety will be maintained.” If you are providing a week or less check “N/A”. If you are providing more than one week at a time, explain how food will be safely provided.
- “Describe the Integrity Plan that will be implemented to ensure only one meal per meal type, per day, per child is received. If meals are provided to parents/guardians without their children present, the integrity plan must include a method to communicate that meals should only be provided to parents/guardians of, and are to be consumed by, children, 18 and under.” This can be accomplished through signage at the pickup site, information provided with the meals, on the Program website or social media, in the form of a newsletter or email communication. Please provide as much detail as possible to ensure prevention of duplicate meal service. If the site is a “Conditional Non-Congregate Site” as indicated in the Site Type of the Site Type and Eligibility tab, include an explanation of how you will maintain confidentiality and anonymity and prevent overt identification of children’s eligibility statuses.
- Check the attestation, “I understand that if the meals are perishable, they must include expiration dates and information about maintaining appropriate temperatures and all informational sheets must contain the short non-discrimination statement, ‘This institution is an equal opportunity provider.’”

Budget

- The Operating Reimbursement and Administrative Reimbursement sections populate based on information entered in the Site Application(s). **Please complete the Site Application(s) before the “Budget” tab.** The “Budget” tab multiplies the projected Average Daily Participation for each sites’ meal service by the days of operation and by the applicable reimbursement rate.
- This section is designed to capture a comprehensive picture of program operation. Please make the best educated projections. The costs should be based on operation from beginning of program operation to the end of program operation in Summer 2024. The Operational Staff and Administrative Labor is reported by “# of Days per Month” and “# of Months”.

- “Residential Camp” and “Non-Residential Summer Camp” sponsors, as indicated in the “Type of Agency” question in the Organization Profile Page 3, must allocate operating costs to distribute these costs between meals served to children eligible for free and reduced-price meals, as well as program adult meals, and meals served to non-eligible children and others. A recommended way to calculate these operating costs is $\text{Number of Program Participants} / \text{Total Number Served} = \text{Percentage Factor}$. The camp may apply this percentage to the associated operating costs for each session to determine operating costs. Sponsors must confirm that this method is acceptable, by answering “Yes” to the question, “Do you agree with this method?” or by answering “No” and providing an explanation in the text box titled, “Please explain”.
- “Will meals be served to non-program adults?” If “Yes”, the question appears “Are non-program adult meal prices sufficient to cover the cost of preparing the meal?” If “Yes”, the question appears “Please indicate the price of non-program adult meals.” Adult meals should be priced above the applicable reimbursement rate for the meal service as found in the combined rates chart in [SFSP Reimbursement Rates 2024](#).

Submission and State Agency Review

Once the Site Application(s) and the Organization Application have been 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 necessary changes have been made, please re-submit the entire packet for approval.

Field Trip Data Collection

This Data Collection is available for sponsors that have an approved SFSP Application Packet. To report site field trips, go to “Data Collections” and select “Create Collection for 2023-2024” under Field Trip. To enter a field trip, select “Add Field Trip” on the far right of the screen. Each field trip must have a unique name. Select the applicable site from the “Select Site” dropdown. Only approved sites will appear in this listing. Multiple field trips may be entered for the same site. For closed-enrolled, non-residential camp, and residential camp sites, please indicate whether the site will remain open or close for the duration of the field trip. Field trip information must be submitted prior to the field trip taking place. If all the information is entered into the system correctly, the data collection will be automatically approved.

Common Application Packet Errors:

- In the Contact Info tab, sponsors put the same person for the “Monitoring Contact” and other positions such as the “SFSP Director or Contact Person”. This needs to be a separate person.
- In the Training tab, the “Date that training was completed” is from last year and at least one “Date(s) Staff training will be conducted” is not prior to the start of program operation.
- In the Site Info tab of the Site Application, incompletely answering the question, “Please explain how meal service areas are accessible to people with disabilities. This includes physical accessibility, meal modifications, and other ways to ensure persons with disabilities can receive meals.”

- In the Ethnic and Racial Data tab of the Site Application, the participant numbers entered add up to 100. They should not add up to 100 unless there are 100 children at the site.
- In the Meal Service Operation tab of the Site Application, if the site operates Monday-Friday, “Monday”, “Tuesday”, “Wednesday”, “Thursday”, and “Friday” are individually selected, rather than “Mon-Fri”.
- In the Non-Congregate tab of the Site Application, the explanation for the reason why congregate meal service is not available is not sufficient.
- In the Non-Congregate tab of the Site Application, the description of the Integrity Plan is not sufficient.
- The Budget is not thoroughly and completely filled out.

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

This institution is an equal opportunity provider.