

Good afternoon,

During unanticipated school closures, schools may still play an important role in student health by providing nutritious meals. To facilitate that process, the Office of Child Nutrition (OCN) will provide guidance on a two step procedure to expedite the approval process for schools. We anticipate this new guidance will be available tomorrow, Sunday, March 15 by 3:00 p.m., so that schools may serve meals as early as Monday, March 16th if needed.

In anticipation of this event, OCN has already received initial approval of two waivers from USDA to assist schools. We have requested additional waivers and continue to work with USDA for options to provide meals at **all** school sites, including those not eligible to participate in the Summer Food Service Program (SFSP). In addition, both USDA and Congress are working on other means for schools to serve children during coronavirus related school closures. As these options become available, we will provide them to all SFAs immediately.

As of today:

- SFAs may provide meals during an Unanticipated School Closure through the Summer Food Service Program
- Site Eligibility requirements do apply (50% or more of students are Free and Reduced)
 - Sites must be 50% or greater F/R based on:
 - MSIS data
 - Claim for Reimbursement from Oct 2019 – February 2020
 - Census data (see tomorrow's guidance)
 - OR The site was previously approved for SFSP 2017, 2018, or 2019
 - Any child 18 years or younger may receive a meal
 - Meals may be served at school sites or previously approved SFSP community sites
 - Non-congregate feeding is allowed during closures resulting from the Coronavirus only
 - Provide complete meals or snacks following the [SFSP Meal Pattern](#)
 - NSLP meal pattern may be utilized, but all meal pattern and planning requirements normal met
 - Sponsors can receive reimbursement for up to two meals/snacks per site per day (lunch and supper may not be served on the same day at the same site)
 - Sponsors must maintain production records and menus for meals served, including invoices, receipts, etc.

As noted above, we will implement a 2-step procedure for approving SFSP agreements and sites:

Step 1: Provide the following information **BEFORE serving meals:** (*Form will be available on March 16th*)

- Sponsor name
- Name, phone, and email of contact person
- Dates meals will be served due to school closure (may be adjusted)
- Site names

- Site addresses
- Meal types to be served
- Meal service times
- If adult meals will be available (through another funding source)
- Additional information – provide information here on what type of service is at the site, i.e. grab and go, mobile delivery to sites, delivery along bus route, etc.
- Certify that the SFSA has attended SFSP 2020 Training OR the SFSA has:
 - Watched this USDA training video (18 minutes)
 - o https://www.youtube.com/watch?v=o3SwtryEYyU&list=PLBccton6gOdqPwQvPfO_wwPEPNa7EeQ-m&index=2
 - And the following USDA manuals have been reviewed:
 - o https://www.fns.usda.gov/sites/default/files/sfsp/SFSP_Admin_Guide_Sept2016.pdf
 - o <https://www.fns.usda.gov/sites/default/files/sfsp/SFSPSponsorMonitorsGuide2017.pdf>
 - o https://www.fns.usda.gov/sites/default/files/sfsp/USDA_SFSP_NutritionGuide.pdf

Step 2:

- Complete the SFSP agreement in MARS, including all required documentation
- Participate in Unanticipated School Closure SFSP training, webinar, or webinar recording (Date(s) to be announced)

Additional guidance will be provided tomorrow, March 15, along with the Step 1 Reporting Form.

Scott Clements, State Director
Office of Child Nutrition and Healthy Schools