Memorandum

Date: March 20, 2020

To: Returning Summer Food Service Program (SFSP) Sponsors

From: Scott Clements, State Director

Subject: SFSP Application Approval during Coronavirus Disease (COVID-19)

The MS Department of Education/Office of Child Nutrition (MDE/OCN) is implementing a two-step approval process for returning SFSP sponsors (in good standing) during the Unanticipated School Closures. A statewide waiver has been granted by USDA for meals to be served in a non-congregate manner (“grab and go”). Sponsors must complete the following Steps to start serving nutritious meals quickly. If your organization will be adding new sites, a copy of the site’s current Food Service Permit must be submitted to the State Agency. (To maximize safe service of these meals, only sites that operated in 2019 or have a Food Service Permit are being approved at this time.) All sites must employ normal meal service, such as meal pattern requirements, participant eligibility, and the maximum number of meals served per child while utilizing the non-congregate feeding waiver. Standard meal counting and claiming methods must be used during this period. The State Agency is prioritizing the approval of open sites. If your organization wishes to operate closed enrolled or camp sites, OCN will confer with USDA for additional guidance concerning these types of sites.

Step 1: Submit the documents listed below. State Agency approval to start serving meals will be expedited for sites that are not utilizing alternate delivery methods. “Grab and Go” from the site where the meals originate is not considered an alternate delivery method during the COVID-19 crisis. Approval to start serving meals at the requested sites will be transmitted by e-mail. Retroactive approval is not allowed.

- Complete the Non-School SFSP Sponsors Addendum Form
- Complete Unanticipated School Closure “Form C”
- Complete Unanticipated School Closure “Form D” for sites using alternate meal delivery methods (e.g. delivery of meals, serving multiple meals at one time).

The following forms and documents may be found on the MDE/OCN website at: https://www.mdek12.org/OCN/SFSP

- Non-School SFSP Sponsors Addendum Form – submit to OCN before serving meals
- Unanticipated School Closure “Form C” – submit to OCN before serving meals
- Unanticipated School Closure “Form D” – if applicable, submit to OCN before serving meals (this is in addition to Form C)
- Unanticipated School Closure “Form C Checklist”- use this to ensure your Form C is complete
• Unanticipated School Closure “Form D Checklist” - if applicable, use this to ensure your Form D is complete
• Printable SFSP Meal Count Sheet
• Printable Production Record

Please send all completed forms to: covid19applications@mdek12.org

Please direct all questions to: glogan@mdek12.org

Key Reminders:

• Submit an Electronic Copy of Forms C and D (Printing and scanning the forms may decrease legibility and delay approval).
• Sponsors serving additional meals at one time (i.e. providing lunch and breakfast during one meal service) must provide a detailed **Food Safety Plan** for all children receiving meals - complete on Form D.
• Sponsors using an off-site delivery method (i.e. bus or van delivery) must include a **Food Safety Plan** to ensure meals are transported safely and held at the proper temperatures - complete on Form D.

Step 2:

• Agreement must be completed in MARS.
• This will be completed once all initial approvals have been processed. (You may start serving meals after the State Agency approves the documents submitted for Step 1. Step 2 should be completed as soon as possible and will be required to be completed before a claim for reimbursement can be filed.)

Thank you for your continued commitment to providing nutrition meals to our MS children!

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