

Non-Congregate Feeding: Summer 2023

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Director of School Support

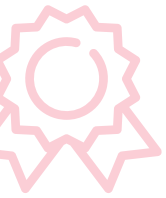
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DEPARTMENT OF
EDUCATION

April 2023





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ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated "C" or Higher

6



VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

Regulatory Authority



- SFSP 01-2023, SP 05-2023
- SFSP 07-2023, SP 14-2023
- Congress has established a permanent non-congregate meal service option for rural areas with no congregate meal service available.
- Non-Congregate available for SFSP and SSO

USDA understands the benefits of congregate meal service and encourages the continuation of congregate meal service when feasible.

Eligibility to Implement Non-Congregate

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Which SFSP/SSO Sponsors can implement Non-Congregate Feeding?

- MUST be an SFA in good standing (public or private school implementing NSLP/SBP).
 - Orgs that are in-eligible to participate include: Camps, units of local/municipal/county/state government, private non-profit sponsors that are NOT SFAs
- MUST be designated Rural area by USDA
- MUST ensure there are NO congregate meal services operating in your area
 - Think about schools AND community SFSP sponsors
- MUST meet definition of “area in which poor economic conditions exist”



Am I Area Eligible?



Am I Rural?



Are there other
Congregate Feeding
Sites In my Area?*



***NOTE: The USDA site finder will only show approved sites, not applications in progress. It is your responsibility to pay attention to other organizations in your area that might be offering Summer Meals in congregate setting**



Non-Congregate Waiver Form

MUST be completed and approved
by SA prior to non-congregate
operations

Email completed applications to
Shonula Wright
SDWright@mdek12.org

MDE Office of Child Nutrition 2023 Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) Non-Congregate Feeding Site Waiver Application

SFA Name: _____

Contact Person: _____ Title: _____

Phone Number: _____

Program Type: ☐ SFSP ☐ SSO

List of Sites Participating in Non-Congregate Waiver:


Site Name	Area Eligible	Rural	Meal Service Type(s)	SELECT ALL THAT APPLY					
				Grab & Go**	Curbside Pickup	Parent Pick Up*	Home / Bus Delivery*	Bulk Delivery	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Complete Page 4


**Includes Grab&Go for community participants and take-home meals for summer school students

Attachments

☐ Food Safety Plan: attach a copy of food safety instructions that will be distributed with every meal (if applicable) Home/Bus Delivery programs must attach copy of parent consent form (if applicable) Bulk delivery meal programs must attach plan approval from MSDH – not to exceed 5 days' worth of meals.


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☐ Proposed one or more service areas that do not meet the requirements for non-congregate meal service.

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What does it mean to be “Non-Congregate”

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What type of service delivery models will the SA approve?

- Grab & Go
- Curbside Pick Up
- Parent/Guardian Pick Up
- Bus Delivery
- Bulk Packaging (pick up or delivery)



What is Grab & Go?



- Eligible children from the community approach the site, take a meal home with them
- Eligible children participating in an academic summer school grab a meal on the way out the door, or as they are loading a bus
- The eligible child must be present to receive a meal unless a parent/guardian pick up has been approved

What is Curbside Pick Up?



- Same as Grab & Go, only difference is packaged/unitized meals are available for pickup from an exterior location like a carpool lane
- Cars “drive through” and pick up meals from CN workers
- Accurate POS / Meal count maintained
- Eligible children must be present in the car unless the SA has approved Parent Pick up

What is Bus Delivery?



- Parents **MUST** opt-in for bus or door-to-door delivery
- SFA must verify the number of eligible children present in the home
- Meals can be left with adults and counted for reimbursement as long as the first two conditions are met
- Meals can be left on the doorstep if no one is home, but **ONLY** if the meal is shelf stable

What type of service delivery models will the SA approve?

- Bulk meals delivered to family or picked up by family
- Bulk items are the opposite of unitized meals
- Could distribute a gallon of milk, or ingredients to make sandwiches (“bulk items”)
- Must have MSDH approval for bulk items or multiple day meal issuance
- Maximum of five days’ worth of meals at a time
- Pick up or distribution days cannot occur more frequently than the number of packaged meals. (for example – can’t allow pickup every day if providing a package with two days’ worth of meals)
- Students must be present unless parent pick up has been approved or family has opted in to door-to-door bus delivery
- Sponsors must have a system in place to ensure that the proper number of meals are distributed to each eligible child.



Is there a difference between “bulk items” and “multi-day meal issuance”? 14

What do these terms mean?



- **Bulk items:** specific food items provided in a larger quantity than required for a single meal service.
 - Example: a loaf of bread and a package of luncheon meat may be distributed as bulk items instead of being pre-assembled into individual sandwiches.
- **Unitized meal:** a meal that is individually portioned, packaged, and served as a unit;
 - beverages such as milk or juice may be packaged separately, but served with the unitized meal.
- **Multi-day meal issuance:** when multiple days of meals are provided on one day,
 - Can be unitized or comprised of bulk items.
 - example, a sponsor wants to provide 5 days of meals every Monday.
 - Unitized meals option: provided 5 distinctly packaged units or sets of menu items.
 - Bulk items option: items portioned into specific quantities in line with the applicable meal pattern requirements, to preserve the quality of the intended menu items and/or meals.

What type of service delivery models will the SA approve?

- Would work for Grab & Go or curbside
- Only difference is that parents will be allowed to pick up on their child's behalf, child does **NOT** need to be present
- SFA **MUST** maintain roster of eligible children
- Adults not listed on verified roster **CANNOT** pick up meals for children that are not present
 - CN staff distributing meals must be thoroughly trained on this point!



Do I need a non-congregate waiver for my food truck?

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It depends!



Non-Congregate Waiver Required

- Eligible children grab the meal from the food truck then go to another location to consume the meal - out of sight of the site supervisor

Non-Congregate Waiver **NOT** Required

- Eligible children stay in the vicinity of the food truck and consume the meal in sight of the site supervisor

How can you determine whether area has “No Congregate Meal Service” available?

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Must know which sponsors/orgs are operating in your area

- Must ensure that the area the site proposes to serve is not or will not be served by a congregate meal service
- Must implement safeguards to prevent overlap between meal services to reasonably ensure children are not receiving more than the maximum allowance of SFSP meals per day Must follow the priority system
- When determining if an area is served by a congregate site, the SA will consider:
 - Any physical conditions or other barriers;
 - Limited capacity of a congregate site that prevents it from serving the community at large;
 - Sites serving the same children on different days, different weeks, or for different meals on the same day; and
 - Sites appealing to specific age groups or to children with unique dietary requirements.



Can a non-congregate site operate in close proximity to a congregate site that is closed enrolled or a camp?

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Under Some Circumstances, YES!



- Non-congregate meal service can potentially be provided by sites that are in close proximity to congregate service sites, such as camps or closed enrolled sites.
- SA must ensure that the congregate and non-congregate sites will not serve the same population of children for the same meal service on the same day

May a Sponsor choose to solely operate Non-Congregate Meal Service? 19

Yes

- With State Agency Approval



Which sponsors are eligible to participate in Non-Congregate Feeding?

20

Must be an SFA in Good Standing

- For Summer 2023, only SFAs in good standing may implement non-congregate feeding models
- Non School Sponsors (community organizations implementing the SFSP) are not eligible for non-congregate feeding during the Summer of 2023



Can I serve non-congregate meals in non-area eligible areas?

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If you take meal applications!



- Individual eligibility for free or reduced-price school meals may be determined by using individual eligibility determinations through school data or by the application process described in Program regulations (7 CFR 225.15(f)).
- **Only meals served to children eligible for free or reduced price school meals may be claimed for reimbursement for non-congregate meals.**

Are Camps eligible for non-congregate meal service?

22

No!



- Camps cannot offer non-congregate meal service if congregate meal service is available.
- As defined in 7 CFR 225.2, camps must provide a regularly scheduled food service as part of an organized program for enrolled children; such programming is generally understood to be congregate in nature.

Can a site provide a combination of congregate and non-congregate?

23

Yes. Non-congregate meals may be provided when congregate not available.

For example:

- A site that only offers breakfast through a congregate meal service may be approved to provide a lunch through non-congregate meal service.
- A congregate site that serves lunch and breakfast three days a week may be approved to provide non-congregate meals for days with no congregate service, including weekends. A congregate site that operates in the month of July, may be approved to provide non-congregate meals for the ten-day period following their last congregate meal service day (provided that the ten days are included in the site's approved service period).



Example of how to complete form if site is offering combination of congregate and non-congregate feeding

List of Sites Participating in Non-Congregate Waiver:

Site Name	Area Eligible	Rural	Meal Service Type(s)	SELECT ALL THAT APPLY				
				Grab & Go**	Curbside Pickup	Parent Pick Up*	Home / Bus Delivery*	Bulk Delivery
Central High (serving B&L, but only L is non-congregate)	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Lunch Only <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are sponsors required to follow established meal patterns?

Yes!

- Like congregate meals, non-congregate meals must comply with the meal pattern requirements for SFSP and SSO



Are sponsors allowed to implement OVS in non-congregate setting?

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Maybe...



- OVS allowed with SA approval in non-congregate setting
- SFAs should consider the unique service situations of each site
- All required meal components/items must be offered, and all participants must have the opportunity to select a reimbursable meal
- The SA would suggest only implementing OVS if eligible children are selecting the components of their reimbursable meal in a cafeteria setting.
- OVS is NOT allowed for Parent Pick up

Very important for non-congregate!



- Ensure food selections and packaging promote food safety
- Include instructions on at-home storage and preparation
- Must ensure non-congregate meal packages meet State and local health and safety requirements

Are there additional health/safety requirements for non-congregate?

28

Yes!



- Must prepare a food safety plan to ensure the meal service will be conducted safely
- All food service staff must be trained on Program operations, which include local health, food safety, and sanitation guidelines.

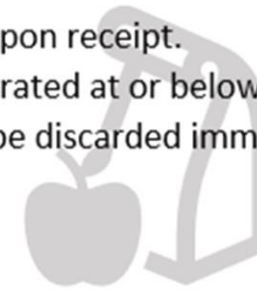


ICN provides a Food Safety for Summer Meals webpage for additional resources

Along with your Non-Congregate Waiver, you must submit a copy of food safety instructions that will be distributed with every non-congregate meal.

FOOD SAFETY INSTRUCTIONS:

- Consume or refrigerate all items immediately upon receipt.
- Cold items (such as milk) should be kept refrigerated at or below 40°F. If a cold item, at any point, exceeds 70°F it should be discarded immediately.
- Hot food must be re-heated to at least 135°F.
- Discard any leftover food after 2 days.



Thank you for choosing our school district's meal program. Please follow these instructions to ensure the safety and quality of your meals.

SFAs delivering directly to homes must:

- Identify and invite households of eligible children to participate in the meal delivery service
- **Obtain written consent** from the eligible child's parent or guardian that the household wants to receive delivered meals
 - could include hard copy, email, or other electronic means of communication
- Confirm the household's current contact information and the number of eligible children in the household to ensure the correct number of meals are delivered to the correct location
- Protect the confidentiality of participants and their households throughout the process



Example of parental consent form for home delivery of meals

PARENT CONSENT FORM FOR HOME / BUS DELIVERY OF MEALS THROUGH THE SFSP / SSO PROGRAM

Dear Parent/Guardian,

As part of our summer meal program, we are pleased to offer home/bus delivery of meals to eligible children in our school district who are 18 years of age and under. To ensure that we provide the correct number of meals to the correct location, we require written consent from the eligible child's parent or guardian.

By signing this consent form, you acknowledge that you want to receive delivered meals for your eligible child/children who are 18 years of age and under. You also confirm your current contact information and the number of eligible children in your household.

If you have children who are not yet school age and would like to receive a meal for them as well, please submit a copy of their birth certificate. School age children can be verified through district enrollment records, and no further action is necessary.

Please fill out the information below and return this form to the address provided.]

The school district will protect the confidentiality of participants and their households. Thank you for your participation in our summer meal program.

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Sincerely,

[School District Representative]
[School District Name]
[Contact Information]

Contact Information

Name: _____

Address: _____ Apt. # _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email: _____

Number of eligible children in your household: _____

I give consent for the home/bus delivery of meals to the eligible child/children in my household who are 18 years of age and under.

Signature: _____ Date: _____

No!



- The child does not need to be present at the time of delivery, as long as the sponsor has obtained the household's written consent to deliver meals and has verified the current address.
- If the meals are shelf-stable, no one need be present, as long as the address has been verified.
- Sponsors should consider state and local food safety requirements and best practices when designing their meal service.

Is additional funding available for meal delivery?

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No!



- No additional federal reimbursement for home delivery or mobile meal delivery. However,
- Expenses related to meal delivery, such as postage or delivery service fees, would be considered an allowable cost under the SFSP or SSO.
- Delivery costs could also be paid with non-program funds such as State or local funds, or private donations.
- Standard reimbursement rates for SFSP (<https://www.fns.usda.gov/sfsp/fr-010623>) and SSO (<https://www.fns.usda.gov/cn/fr-072622>) remain in effect.

For Home delivery – is each stop (e.g. home) considered a site?

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No!



- The SFSP site requirements, including site approval by the SA, do not apply for individual homes, school bus route stops, or mobile meal route stops.
- The SA and sponsor should consider the ‘site’ the non-congregate meal service operation overall.

Is the 2023 Home Delivery Model different from Mobile Meal Model from prior years?

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Yes!



- Under the home delivery model for rural non-congregate meal service in 2023, SFSP site requirements do not apply since individual homes are not considered sites.
- The mobile meal model follows the definition of “site” outlined in 7 CFR 225.2. The mobile meal model is a type of congregate service that involves a sponsor delivering meals to an area, using a route with stops at approved sites in the community. The meal service is supervised, and all meals are consumed at the site, on the bus, or near the drop-off location

If a summer school wants to operate a non-congregate site, do they still have to be an open site?

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YES!



- Many districts have asked if they can send meals home with students at the end of the instructional day for the summer school program. This is allowable, but according to SFSP/SSO regulations, academic summer schools **MUST** operate as open sites.
- If sending meals home at the end of the instructional day with students, the site **MUST ALSO** allow eligible children in the community to approach the site and receive a Grab&Go or Curbside meal.

If a child grab's the food and gets on a bus to go home, what is that?

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Considered Grab & Go! Not Bus delivery!



- It is not considered bus delivery if the child comes to a location (such as a cafeteria), picks up a meal, and then gets on a bus to go home
- We anticipate that this service model may be very popular for summer school sites
- Remember – academic summer sites, even those operating as non-congregate, MUST be open sites.

Are second meals reimbursable for non-congregate?

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No!

- Sponsors may only claim one meal, per child, per meal service for non-congregate meal service.



Some of them do...

Still Required

- Meal service times must be included in the sponsor's application and approved by the SA.
 - Could include SA approved pick-up schedules or delivery plans with designated times for distribution.
- SA must approve any changes in meal service times.

Not Required for Non-Congregate

- not required to serve breakfast in the morning or allow one hour between the end of one meal service and the start of the next.



Are Sponsors required to announce the availability of non-congregate meals?

40

Yes!



- Annual announcements are required
- Sponsors of congregate and non-congregate sites must announce the availability of free meals in the local media
- Sponsors should include in the announcement the days of delivery/pick-up when providing non-congregate meal service in rural areas

Do we display the AJFA poster at non-congregate sites?

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Yes!



- The AJFA poster must be prominently displayed (such as in a window) on **all vehicles making door-to-door drop deliveries at homes**, and in all pick up facilities and locations
- Must ensure outreach strategies and meal service do not discriminate

What are SFSP monitoring requirements for Non-Congregate sites?

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Same as they would be for congregate sponsors and sites

- All existing monitoring requirements apply to non-congregate sponsors and sites.
- This includes but is not limited to
 - pre-approval visits
 - sponsor and site reviews
 - follow-up reviews
 - meal preparation facility reviews by State agencies site visits and reviews conducted by sponsors



Are sites implementing non-congregate for the first time considered “new” for monitoring purposes?

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Yes!



- Sites switching from a congregate feeding model to non-congregate in summer 2023 are considered “new” sites,
 - including sites switching to operating a hybrid of both congregate and non-congregate (e.g., congregate breakfast and non-congregate lunch).
- Sponsors must visit all new sites at least once during the first two weeks of program operations.
- Sponsors must visit all existing sites switching from congregate to non-congregate in summer 2023.
- USDA understands the benefits of congregate meal service and encourages the continuation of congregate meal service when feasible.

Will FNS or MDE collect data on non-congregate meals?

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Yes!



- Must submit an additional report to the SA
- Due by the **10th** of the month along with the claim
- Required Data Elements
 - Total sponsors or SFAs operating only rural non-congregate sites,
 - Total sponsors or SFAs operating both rural non-congregate sites and congregate sites,
 - Total sites serving only non-congregate meals,
 - Total sites serving both non-congregate and congregate meals,
 - Total non-congregate meals, by meal service (breakfast, lunch/supper, snack).

Additional Monthly Reporting Requirement for Non-Congregate Meals

Monthly Reporting Requirements for
SFSP/SSO

Hi, Mariana. When you submit this form, the owner will see your name and email address.

* Required

1. District Name *

Enter your answer

2. Month *

Enter your answer

3. Program *

☐ SSO

☒ SFSP

4. Total number of sites serving only congregate meals *

Enter your answer

5. Total number of sites serving only non-congregate meals *

Enter your answer

6. Total number of sites serving congregate and non-congregate meals
(for example – a site offers congregate breakfast, but non-congregate lunch) *

Enter your answer

7. Total Breakfasts served Non-Congregate *

Enter your answer

8. Total Lunch/Supper meals served Non-Congregate *

Enter your answer

9. Total Snacks served Non-Congregate *

Enter your answer

Submit

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May a SA prohibit a sponsor from operating Non-Congregate sites?

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Not for “non-congregate” status alone.

- SA has the responsibility to deny sponsors that they determine:
 - Are not financially and administratively capable of operating a non-congregate meal service.
 - Proposed one or more service areas already sufficiently served through a congregate meal service; or
 - Proposed one or more service areas that do not meet the requirements for non-congregate meal service.





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mdek12.org



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Full Non-Discrimination Statement link:



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AND JUSTICE FOR ALL

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mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(800) 255-1055 or (202) 690-7442;
email:
program.intake@usda.gov.

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correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o
fax:
(810) 255-1055 o (202) 690-7442;
correo electrónico:
program.intake@usda.gov.

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Form AD-3027—Revised March 2019

Questions

