

Good afternoon SFSAs,

Per yesterday's email, the MDE Office of Child Nutrition is implementing a two-step procedure to expedite approval of SFAs to participate in the SFSP for Unanticipated School Closures. With the completion of Step 1, SFAs may immediately begin to serve meals at schools that qualify for the SFSP due to eligibility (50% or over F/R students) and employing normal meal service and counting/claiming methods while utilizing the non-congregate feeding waiver.

New: Sites under 50% may qualify with special conditions. Guidance on approval for these sites will be forthcoming on Monday, March 16.

**Step 1:**

- Complete the SFA Addendum Form
- Complete Unanticipated School Closure Form A
- Complete Unanticipated School Closure Form B for sites using alternate meal delivery methods, **OCN approval is required before implementing alternate delivery methods, such as serving multiple meals at one time.**

Please send all completed forms to: [mburks@mdek12.org](mailto:mburks@mdek12.org)

Please direct all questions to: [ccrawford@mdek12.org](mailto:ccrawford@mdek12.org)

**Step 2 :**

- Completion of Agreement in MARS

This will be completed once all initial approvals have been processed.

We are continuing to develop guidance for this emergency, including guidance for offsite deliveries and serving multiple meals at one time. In some cases, issuance of guidance is dependent upon instructions our office receives from USDA and MSDH. This information will be disseminated as soon as possible.

For new SFSP sponsors, we are developing training specific to this event that will be released later this week. Until that time, please be sure to:

- Watch this USDA training video (18 minutes)
  - [https://www.youtube.com/watch?v=o3SwtryEYyU&list=PLBccton6gOdqPwQvPfO\\_wwPEPNa7EeQ-m&index=2](https://www.youtube.com/watch?v=o3SwtryEYyU&list=PLBccton6gOdqPwQvPfO_wwPEPNa7EeQ-m&index=2)
- And review the following USDA manuals:
  - [https://www.fns.usda.gov/sites/default/files/sfsp/SFSP\\_Admin\\_Guide\\_Sept2016.pdf](https://www.fns.usda.gov/sites/default/files/sfsp/SFSP_Admin_Guide_Sept2016.pdf)
  - <https://www.fns.usda.gov/sites/default/files/sfsp/SFSPSponsorMonitorsGuide2017.pdf>
  - [https://www.fns.usda.gov/sites/default/files/sfsp/USDA\\_SFSP\\_NutritionGuide.pdf](https://www.fns.usda.gov/sites/default/files/sfsp/USDA_SFSP_NutritionGuide.pdf)

Thank you for your commitment to providing nutrition to MS children,  
Scott

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