

Good morning SFSAs,

We are excited to see that so many of you have already submitted Step 1 documentation to feed students while schools are closed due to the Coronavirus emergency. If you have not done so already, we encourage you to participate, as so many children rely on school meals as an important part of their daily nutrition.

We continue to look for ways to simplify the application process and to provide additional guidance to facilitate completion of the required documentation. Our most recent efforts include adding:

- Unanticipated School Closure Q & As
- Unanticipated School Closure Form A Checklist
- Unanticipated School Closure Form B Checklist
- A listing of schools providing meals during school closures

The school closure Q & As currently includes 15 questions and answers, including information on eligibility for schools under 50% F/R. We hope the checklists assist in completing Forms A & B by providing a self-check mechanism and through the additional information included in them. The listing of schools is provided as a resource for parents to find a local site in their area. All of these may be found on the MDE/OCN website: <https://www.mdek12.org/OCN>

Reminders:

- For schools serving additional meals at one time, such as providing lunch and breakfast during one meal service, be sure to describe your Food Safety plan for students on Form B. The most common method is including a flyer with each meal reminding students/parents to refrigerate uneaten, perishable food immediately and to discard uneaten food in 48-72 hours.
- For schools using off site delivery, such as satellite pick up points or bus deliveries of meals, include a Food Safety plan for safely holding these meals at proper temperatures.
- If applying to serve meals at a normally non-eligible site, under 50% F/R, describe how your District will target disadvantaged students at these sites on Form B.
- On Form A, please provide an estimated date range for school closures rather than the end of the school year or June 30.

Thanks for all of your hard work to keep MS children safe and healthy,

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