



## Summer Food Service Program



**Child Nutrition Programs**  
Finance and Support Services  
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## Program Bulletin

**To:** SFSP Sponsors  
Program Reviewers

**Date:** September 15, 2020

**From:** Rhonda Biles  
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**Subject:** SFSP September Bulletin

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**FNS SFSP Policy Memos:** *Program changes as a result of USDA Policy Memos are to be implemented immediately. Please file this bulletin for reference, guidance, and compliance with the Summer Food Service Program. Feel free to call the State Agency Child Nutrition Programs office if you need further clarification.*

**Food and Nutrition Response (FNS) to COVID-19** – The FNS Response to COVID-19 webpage (<https://www.fns.usda.gov/coronavirus>) includes disaster assistance for child nutrition programs. It has COVID-19 resources for individuals and families, SNAP information, WIC information, USDA Foods information, Child Nutrition Program policy memos, waiver information and extensions, and summaries of actions taken to ease program operations and protect the health of participants.

### POLICY MEMOS

[COVID-19: Child Nutrition Response #56](#) - Extending SFSP & SSO Through December 31, 2020

[COVID-19: Child Nutrition Response #48](#) - Area Eligibility for Closed Enrolled Sites

[COVID-19: Child Nutrition Response #49](#) - Waive First Week Site Visits in SFSP

[COVID-19: Child Nutrition Response #50](#) - Waiver of Meal Service Time Restrictions

[COVID-19: Child Nutrition Response #51](#) - Offer Versus Serve in SFSP & SSO

[COVID-19: Child Nutrition Response #52](#) - Extend Area Eligibility

[COVID-19: Child Nutrition Response #53](#) - Meal Pattern Flexibility

[COVID-19: Child Nutrition Response #54](#) - Non-Congregate Feeding in SFSP & SSO

[COVID-19: Child Nutrition Response #55](#) - Parent and Guardian Meal Pick-Up  
[SFSP 14-2020](#) – Q & A Relating to Nationwide Waivers for SFSP & SSO Through 12/31/20  
[COVID-19: Child Nutrition Response #57](#) - Reimbursement for Meals Prior to State Agency Approval and Pre-Approval Visits Flexibility

### **WAIVER LIST for NSLP Sponsors Transitioning to SFSP (effective through 12/31/20)**

- **Area Eligibility Waiver** – sponsors may apply for this waiver if they are interested in providing SFSP meals in unserved areas where less than 50% of the children are eligible for free or reduced-price school meals. Note that in order to be considered for this waiver, **sponsors will be required to describe the meal distribution method and explain how they will target benefits to children in need**, for example, children who may be newly eligible for benefits due to the economic impacts of COVID-19 (without overtly identifying them as eligible for free or reduced-price meals).
- **Non-Congregate Wavier** – sponsors must have this waiver if they have any sites that are serving ‘grab-and-go’ meals, if children are taking meals off-site, if any site is delivering meals, and if any site is distributing multiple meals during a single meals service. *A similar waiver is available under the NSLP program.*
- **Sponsor Onsite Monitoring Waiver** – This waiver waives the requirement that the pre-operational, 1<sup>st</sup> week and 4<sup>th</sup> week monitoring site visit must be conducted onsite and allows for the monitoring site visits to take place remotely. **Please note that this waiver does not waive the monitoring requirement.** It only allows for the site visits to be done remotely as opposed to onsite.
- **Parent/Guardian Meal Pick Up Waiver** – For sponsors who are serving non-congregate meals this waiver allows for a parent or guardian to pick up and take meals home to their children. **Sponsors will need to describe the process in place** that ensures that meals are distributed only to parents or guardians of eligible children, and that duplicate meals are not distributed to any child. *A similar waiver is available under the NSLP program.*
- **Meal Service Time Waiver** – Available to sponsors that have any sites that are distributing multiple meals during a single meal service, or need additional flexibility for meal service times that exceed the meal time limits ([7 CFR 225.16\(c\)\(1\)](#)). *A similar waiver is available under the NSLP program.*
- **Meal Pattern Flexibility Waiver** – If sponsors are having difficulties meeting the SFSP meal pattern requirements as a result of food shortages or delivery issues as a result of COVID-19, sponsors may elect to apply for a meal pattern waiver. **Sponsors must identify the food component(s)** they are not able to meet and provide a justification why the meal pattern cannot be met. *A similar waiver is available under the NSLP program.*
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### **Nondiscrimination Statement URL and Hyperlink Change**

The USDA Office of the Assistant Secretary for Civil Rights (OASCR) updated its website, resulting in changes to the URLs and hyperlinks within the Nondiscrimination Statement (NDS). Please check your program forms, documents, and websites containing the NDS to determine if these URLs and hyperlinks work; if not, they will need to be updated accordingly. See the NDS at the bottom of this bulletin for an updated version with the working URL and hyperlinks.

The updated hyperlinks within the NDS are in the third paragraph:

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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### **USDA Webinars: Lessons Learned from Serving Summer Meals During Pandemic & Transitioning Back to School (via USDA FNS YouTube Channel)**

All the presentations from the USDA Food and Nutrition Services “Lessons Learned from Serving Summer Meals During a Pandemic & Transitioning Back to School” are now posted on the USDA Food and Nutrition Services YouTube channel.

Here is a link to the playlist:

<https://www.youtube.com/playlist?list=PLBccton6gOdq3ei0l7lhvdxw-wDmrMc9>

Click to watch individual presentations:

- [Child Nutrition Waivers by USDA FNS](#)
- [Delivering 7 days worth of meals directly to students 3 days per week by Macomb ISD, Michigan](#)
- [Curbside meal service, mobile meal delivery, and on campus service by San Antonio ISD, Texas](#)
- [Food insecurity during pandemic, summer meals, and other food bank programs by Houston Food Bank](#)
- [Afterschool Meals and other resources by Food Research & Action Center](#)
- [School meals resources by Share Our Strength No Kid Hungry](#)

### **Child Nutrition Resources**

**SFSP Resource Spotlight** –One of the greatest resource sponsors have for additional information, or to just plain find out ‘how do other sponsors do this’ are other states! Even as a State Agency SFSP specialist, I often visit other state SFSP websites to see what other states are up to and to see how they are managing the SFSP within their state. I have learned a lot this way, and have gotten some ideas about future trainings, as well as insights about how to better present information so it is more useful to sponsors, and even found answers when I had questions about the SFSP itself. Below are some state SFSP websites with some very useful information about **Menu Planning and Meal Patterns** – have fun and learn lots!

**Washington:** <https://www.k12.wa.us/policy-funding/child-nutrition/community-nutrition/summer-food-service-program/menu-planning-and-meal-patterns>

**Indiana:** <https://www.doe.in.gov/nutrition/sfsp-meal-requirements-and-menu-planning>

**Kansas:** [https://www.kn-eat.org/SFSP/SFSP\\_Menus/SFSP\\_Resources\\_Menu\\_Planning.htm](https://www.kn-eat.org/SFSP/SFSP_Menus/SFSP_Resources_Menu_Planning.htm)

**California:** <https://www.cde.ca.gov/ls/nu/sf/sfspmealpatternguidance.asp>

**Connecticut:** <https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program#MenuPlanning>

**Other Menu Planning and Meal Pattern resources:**

Food Buying Guide (requires an account and sign-in – the process for getting an account is very easy): <https://foodbuyingguide.fns.usda.gov/>

Institute of Child Nutrition (ICN) – USDA Standardized Recipes: <https://theicn.org/icn-resources-a-z/usda-standardized-recipes>

USDA Food and Nutrition Services – Recipes for Healthy Kids (recipes for 50 and 100 servings): <https://www.fns.usda.gov/tn/recipes-healthy-kids-cookbook-schools>

**Contact Information**

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**Commonly Used Acronyms**

**SFSP** – Summer Food Service Program  
**CNP** – Child Nutrition Programs  
**DEED** – Department of Education and Early Development  
**WRO** – Western Region Office  
**FNS** – Food and Nutrition Services  
**FNSRO** – Food and Nutrition Services Regional Office  
**USDA** – U.S. Department of Agriculture

**Non-Discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: [How to File a Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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