2021 Summer Food Service Program Site Information Sheet Instructions
Effective for all sites beginning or continuing operations January 1, 2021 – June 30, 2021.
Traditional Summer sites operating in the Summer months will be given instruction on what is needed for the Summer months in the Spring.

Below are a series of screenshots from the Site Info Sheet form in NEO, under each screenshot is instruction for that section.

- Choose a meal service site from the drop-down list.
- Check that the address for the site is correct.
- If this is a new site that has never operated, a site name and address will need to be created in the “site listing” dropdown in NEO, contact the child nutrition office if you need assistance.
• **Beginning Date:** If you are currently operating the SFSP at this site, then your beginning date of the meal service is 1/1/2021. If you are not currently operating, then please indicate the date you plan on beginning service.

• **Ending Date:** should be this site’s predicted last day of operation for 2021, this can include summer months.

• **Site Type:** Select a site type from the drop-down. If you are operating a closed site, the page will refresh with an additional text box and ask why the site cannot be open. Please indicate the reasons why in the paragraph provided.

• **Maximum Capacity:** Indicate the maximum number of meals you can provide to this site on a given day (you will not be able to claim over this number in one day).

• **Expected (average daily attendance):** Indicate the number of children you expect to serve at this site.

### Non Camp Sites:

Is Monday to Friday:  
- Yes  
- No

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<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>AM Snack</th>
<th>Lunch</th>
<th>PM Snack</th>
<th>Dinner</th>
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<tbody>
<tr>
<td><strong>Start Time</strong></td>
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</tbody>
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- **Serving Times:** Must represent all days in the week that meals are being provided for, this may be different from when you are physically distributing meals.
  - If you are providing two types of meals at the same time, please have the same time indicated for both meal types.
  - Times must be entered in the following format 00:00AM.
  - Length of meal service should indicate the time period meals are offered.

- **Method of Meal Preparation:** If you are preparing meals at this site, select “Self-Prep at Site” if you are delivering from another school kitchen within your district to this site select “Self-Prep Central Kitchen”. If meals are purchased from another school outside your sponsorship select “Purchased from a school” if you Purchase meals from a third-party vendor select “Vended”
Was this a site last year? If the site operated in 2020 say “yes”

Dates: for all fields requesting a visit date enter “1/1/2021”

<table>
<thead>
<tr>
<th><strong>Was this a site last year?</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
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</thead>
<tbody>
<tr>
<td>Name of person conducting pre-operational site visit:</td>
<td>First Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>Date of Visit:</td>
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<td>Dates: Required if problems were identified in previous year or if new site.</td>
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<tr>
<td>Date of First Week’s Monitor Visit (Before the 7th calendar day from when meals begin):</td>
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<td>Dates: Required if problems were identified in previous year or if new site.</td>
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<td>Date of Second Monitor Review Visit (Before 28th calendar day from when meals begin):</td>
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<td>Dates: Required by all sites even if operating for less than 4 weeks.</td>
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Eligibility

- **The 50% Eligibility Waiver** should only be used if there are no other means of qualifying this site
- If using “National School Lunch Data” the eligibility numbers must be based on this year’s (SY21) ED 534 report. Please use an individual school’s data to qualify **NOT** district wide data for eligibility.
- If using SY20 (2019-2020) School data select “Other Data” and specify the program year “SY20” name of the school used to qualify and the eligibility percentage for that school in the text box provided.
- **Enrolled sites** need student application data with a number of eligible children to qualify
- **Census Tract**- enter the site address in the census mapper found here: [https://www.fns.usda.gov/areaeligibility](https://www.fns.usda.gov/areaeligibility). To qualify using census the block/tract must have over 50% F/R eligibility to qualify.
  - If your site no longer qualifies using census, but qualified last year, select “Other Data” in the text box provided write “SY20 Census” or the last year the site qualified.
Select Meal Pattern - Select the “Summer Food Service Meal Pattern” unless you are choosing to follow the NSLP meal pattern, including offering vegetable sup groups and a milk variety. The NSLP meal pattern is an option for SFA’s only.

Offer Vs Serve – please select “yes” if you are offering 4 items or components and the child has a choice to take only three.

Is this site in a rural area – if your site is in Cumberland, York, Sagadahoc, Androscoggin or Penobscot, select “no”, all other counties select “yes”.

If no, does this site have an urban waiver from DOE? Select “yes”, DOE Child Nutrition will contact all those Sponsors who have not been issued this waiver
Answer the yes/no questions accordingly, note leftover meals should be handled properly.

All school sponsored sites select “yes” to “are there regularly scheduled activities at this site”.
Saving this document does not submit to your Legal Agent, when you are done click “Submit” and notify your Legal Agent that they will need to approve. DOE approval is the last step in this process.

All 2021 SFSP Applications and Site Information Sheets need Legal Agent (LEA) and DOE approval before claims can be filed.