**Switching from one program to another**

**Under SFSP, will we will be serving from the classroom/hallway, cafeteria, and classroom/hallway at the HS. Do each of these places need to be approved sites in NEO for the SFSP?** If this is one school, it can be one site. If these are separate schools, each needs to be its own site. Each location within the school (cafeteria, classroom, hallway) does not need to be a separate site. Make sure you have a plan for accurately counting and claiming meals at the point of service – when the meal is handed to the student.

**The sites we used during the unanticipated closure in the spring were elementary school and mobile sites. We are not doing delivery/mobile sites now, only elementary and high school.** Please go into your SFSP application in NEO, add the new site(s) and update the ‘End Date of Meal Service’ to reflect current operations on the active sites you see listed. If you need to file an August claim for SFSP, wait until September 10 to make changes.

**Our school started serving meals again on their own not thinking they would get reimbursed but since this waiver was released will they now get reimbursement from September 1st?**  The waiver began September 1st, so yes.

**We have been in school almost a month operating under the National School Lunch Program. How do we file a claim if we switch to SFSP?** You will complete the NSLP claim for NSLP meals served prior to September 1. To switch over to SFSP, complete/update the summer application and site info sheets in NEO. Get legal agent and DOE approval and you are all set for September 1st on. SFSP claim will be filed in NEO in the Summer Food section.

**If we have submitted our normal NSLP paperwork, agreements etc., can we still stay on SFSP until the end of December then switch to NSLP?** Yes, but you will need to complete summer application/site info sheets as well.

**If we already started school and converted to NSLP, can we switch back to SFSP?** Yes starting 9/1/2020 you can switch to SFSP.

**If we were doing SFSP last Spring and ended in June, do we have to reapply to start SFSP now?** You will need to modify or update summer application/site info sheets in NEO.

**To continue SFSP, will I need to revise my site information sheet, but not till after the 10th?** Correct, if you are filing an August claim in the SFSP.

**How do I fill out the SFSP application?** It is in NEO under ‘Summer Food’. You will need summer permission if you do not already have them. Contact our office 624-6842.

**Do we need to refill out our SFSP application or is our application still valid from this summer?** Application is all set; your site info sheets will need to be updated.

**We will be picking up their meals in the café (social distancing of course) some will stay in the café for as many as it can safely handle, and some will be going back to their rooms and then we have a few remote students. How should I list my sites? Just 1 open site?** Yes, one open site.

**Only 1 site per district?** The district may have one or multiple sites depending on the district. All School sites must be open sites

**We start school Tuesday Sept. 8th. Am I understanding if we are switching over to summer program, we need to have the application done before we start?  Monday being a holiday and all!** We will let you start but application paperwork MUST be done before end of month so you can claim the meals.

**Will 100% remote students be eligible for meals on the NSLP if p/u at the school?** Students would be eligible under NSLP for meal benefits, in fact they must be offered a meal. Under summer they would also be eligible for meals at no charge.

**A 35% eligible school is in our 50% eligible district - may we offer summer feeding to this school as well?** With the summer waivers all schools are eligible for summer program.

**On the eligibility piece, does this mean only schools who are income eligible can do the waivers? 50% and above free and reduced?** With the summer waivers all schools are eligible for summer program.

**Do you have to make your school an open site during the school day to become area eligible?** Site must be open if you want to use the area eligibility waiver.

**My schools are going all online for now, should we stay in the summer program?** That is a district choice.

**Do I charge the students until the summer meal application is approved?** That is a district choice. Waiver begins 9/1/2020.

**If a school is back full time but has 100 students doing remote learning, can they be a "summer" site?** Absolutely

**Do we have to serve unenrolled students, like younger siblings?** Open sites summer program are just that, open to any child 18 and younger. District would have to determine a method/site to do this. If offering the NSLP you can only offer meals to enrolled students.

**We are going to start school on 9/14/20 using the Summer Program for everyone.  Is it alright to offer a different lunch (a hot meal) to the in-school students and a cold sandwich bagged lunch to the virtual/non-school children at home which was a parent choice, or does every child have to be offered the same thing?** I would say because the parents chose to be remote the lunch bag vs the great hot meal is acceptable.

**Accountability / Tick Sheets**

**With SFSP I can just use a tick sheet to account for "remote student" feeding as well as "in school" feeding since all are free regardless of who they are or where they eat?** Correct.

**We do not check names correct?** Summer is a simple tic sheet not by name.

**Do we need to keep any lists of who is getting meals for summer?** Under SFSP, accountability can be done using is a simple tick sheet and not by student name.

**Meal Benefit Applications and Verification**

**We still have to send the Free & Reduced form home as we normally do on the first day of school and they choose whether to fill them out or not, correct?**  Correct.

**I'm worried many households will not fill out the Free & Reduced form. What happens in December when we switch back to NSLP and doing accountability by student eligibility?** Valid point. We recommend you do another distribution/promotion of applications closer to the changeover in programs.

**Will the paper applications need to be "quarantined" in the school for 2 weeks upon return from the family?** Have not heard of quarantine paperwork. There was a suggestion of 72 hours. CDC may have updated this suggestion.

**Food Safety**

**Does all the food need to be covered before giving to the child?** No, covering is not required but an option. Follow CDC and the Food Service industry standards.

**Local Waiver Requests**

**We will be offering bagged breakfast to students in the main lobby when they enter the building. Can we offer one type of milk in the bag?** Under SFSP, you may offer one type of milk. Under NSLP you must offer at least two types. If you are using Offer Versus Serve, the student may decline an item.

**Can we offer a whole week of meals all on one day?** Yes, will need do to complete the [SFSP Extension Waiver Reporting Form](https://forms.office.com/Pages/ResponsePage.aspx?id=q6g_QX0gYkubzeoajy-GTjkRg43GkTRGl8oKaTh8Y-JUOTE4WkhLM1NVTzFRU1ZZRFlHVUZPRzUwTCQlQCN0PWcu).

**If we are operating the SFSP, do we have to offer meals 7 days a week?** You must offer meals on school/educational days. Under SFSP, you may choose to offer meals up to 7 days a week.

**Do we have to offer milk?**  Yes, milk is a required component in SFSP and NSLP/SBP. You may implement Offer Versus Serve. Under SFSP, you may offer one type of milk. Under NSLP you must offer at least two types. If you are using Offer Versus Serve, the student may decline an item.

**Do we need to select OVS if we let the kids choose only one of two options for entree? We'll be giving everyone same fruit/veg/milk... but want to give a hot and cold entree question**. You are not required to offer a choice of entrees, but it is good practice. Offer Versus Serve means you allow students to decline a certain number of components, it does not related to choice of entrée.

**Since production records are not required during Summer in SFSP, can we use the simpler versions we have been instead of the more complicated ones?** Yes, if it meets the needs and program requirements.

**Non-profits**

**If the school/district becomes the SFSP sponsor, the non-profit that has been SFSP sponsor will have to stop?** Most likely because of site overlap addressing the same students. Schools are first on the priority list.

**If we have a boys and girls club in our community that is a summer feeding program, can my school district apply to be a SFSP sponsor?** Yes, and school districts will be given preference over non-profit.

**What about a YMCA that is providing classrooms for remote learners. Can we provide meals for those learners?** Yes, and you should. Under summer all eligible.

**Open vs Closed Sites**

**Do we have to offer an open summer site?** **In the past we could run a closed enrolled site correct?** Correct, schools cannot be a closed site.

**Can I operate summer in all my schools as a closed site or an open site and feed all the kids breakfast and lunch for free? Does it matter if I have less than 50% free or reduced?** Schools in the SFSP must be an ‘open’ site and all children eat at no charge. There are no eligibility requirements. A closed site must be area eligible and not a school.

**If we designate only one school as an ‘open’ site, does that mean the students in the other schools cannot eat for free?**  If you have students on site in the building, that building must be an open site. Any child, including remote learners, can go to an open site.

**School Day**

**If we become ‘RED’ meaning 100% remote learning, does it only count as a student day if we offer meals?** Meals must be offered to students on educational days.

**Do we have to feed remote children every school day?** All students need to be offered a meal on school/educational days.

**Multiple meals multiple programs**

**If we choose summer and do B & L, can we still do our after school snack through NSLP as planned? Or do we have to actually offer NSLP lunches to do the snack?** Yes, you may offer breakfast & lunch through SFSP and afterschool snack through NSLP on school days. Afterschool snack claim would be filed under the NSLP for reimbursement.

**We can only do two meals if we choose SFSP?** Yes, under SFSPyou can only do 2 meal types max. However, serving both lunch and supper under SFSP is not allowed.

**Meal delivery pickup**

**Will delivery work the same for SFSP as it did over the summer?** That is up to your district.

**Are we allowed to deliver the meals on bus routes and how do we get those approved?** Yes, you can. Submit the summer waiver form and indicate this on the site info sheet(s) - we can help with correct wording and such.

**Are meals free to all students in the SFSP - both in-school meals and delivered/picked-up meals?** Yes, under SFSP meals are served to children at no charge.

**Can we drop off meals to the classrooms in our school and have the teacher distribute the meals to students?** Yes, with proper accountability.

**If it is an open site can we designate a pick up time and location and be available outside during that time?** Yes, this is a very good plan.

**Can an open site pick up somewhere on campus but not coming into the building- such as an athletic field parking lot?   Maybe even multiple buildings picking up at one pick up campus site?** Yes, the site could even be off-campus.

**I was thinking I would have them preorder and pick-up meals at a designated time and location.  Does ‘open site’ mean that we would need to allow others in the area even if not in school (preschool age, homeschool, etc).  Can this be clarified?** Open does mean available to all children but does not mean it has to be in the building.

 **Because of COVID, parents cannot come in the building. Could we have a combination of closed and open sites in the district?** The schools sites must be open sites. A location outside the building or different location could be considered.

**Summer Waiver**

**If we choose to go "Summer" it applies to all children, whether we are feeding them "in the school building " or "remotely", correct?** Correct, all children 18 and younger.

**Do we have to be out of school to use the summer waiver?** No

**If we operate SFSP, do we offer to all children in the area or just our enrolled students?** SFSP Open sites are for all children 18 and younger.

**Can we still do A la Cart at HS & MS if we are operating SFSP?** Yes, A La Carte can be offered with SFSP or NSLP. Keep in mind CDC guidance.

**Does each one of my schools have to be a summer site for the students to receive free meals?** Summer sites are where meals are offered to children. If all of your schools do not offer meals then no.

**My question is if we designate only one school as an open site does that mean the students in the other schools cannot eat for free?** Summer sites are where the meals are offered. If all do not offer meals, no. Students can go to the closest location. That would be part of the written plan.

**The scenario discussed was if the school goes RED for a day and no one can enter the buildings. Can the school do remote learning if we can't offer lunch.** Yes, and every effort should be made to provide a meal.

**If we are operating SFSP, should we be doing breakfast after the bell if we are required?** This will be a district decision, but you are may already doing it if serving in classrooms.

**USDA FOOD**

**If we operate SFSP can we still use the USDA foods that we ordered?** Yes.

**Will USDA Food PAL for SY21 be calculated on the meals served in the last full school year 19?** Yes, Maine accepted that waiver option.

**If I operate under SFSP this September - December, the chance I take is that this practice may not be continued, and I'll only get $0.07 for 2022.** SY 21 was calculated based on SY19. Not sure what they will do for 2022 but will have to do something.

**CACFP and Daycare**

**Can you provide supper through SFSP or will that have to happen through CACFP At-Risk?** Under SFSP only two meal types can be offered (offering both lunch and supper under SFSP is not allowed). If a school sponsor wanted to offer supper, it would have to be under CACFP. The same child can only receive one reimbursable meal type. (1 lunch, 1 breakfast and 1 supper)

**Does the area eligibility waiver apply to CACFP At-Risk?** The area eligibility waiver only applies to SFSP.

**If your site is "closed" such as a school in operation- do you still qualify for SSO if you are not area eligible?** Sites need to be eligible to be a “closed” site and schools do not qualify at this time.

**Can meal drop-offs happen at a daycare if the student is present when we drop off?** Only if it is an approved site under the District/sponsor and the District/sponsor does the meal accountability.

**If we get written permission, can someone other than a parent/guardian pick up meals? I'm knowing with people working and kids at home, this may be an issue**. NO, parent or legal guardian.

**Can we bring meals from an approved site to a daycare and distribute them directly to kids without making the daycare a separate site? No.** Meals delivered to a day care facility cannot be reimbursed unless the daycare is an approved site under the District/sponsor and the District/sponsor does the meal accountability.

**NSLP**

**If we are operating under NSLP, do we keep track of meals given out or sold? Do we need to do our monthly reports like we used too?** Under NSLP all accountability and reporting requirements remain the same as past years – by individual student eligibility.

**If we decide to do NSLP do students still all eat free?** You will follow the NSLP reporting and claiming. You will claim by meal category (F, R, P). What you charge or may charge is up to the district.

**FFVP**

**FFVP, can we offer that even if we are on the summer program?** Yes, under the NSLP. An FFVP school detail would need to be filed each month under the NSLP claiming system. Claim guidance is on our [webpage](https://www.maine.gov/doe/schools/nutrition/unanticipatedschoolclosure).

**OTHER**

**Where is it identified that Maine accepted the waivers?**  The [USDA webpage](https://www.fns.usda.gov/disaster/pandemic/covid-19/cn-waivers-flexibilities) as well as the [Maine DOE Child Nutrition](https://www.maine.gov/doe/schools/nutrition) web page lists the waivers we accepted.

**We have reverted to CACFP program for our enrolled center based children. CACFP is not allowed for our home based children, nor does it cover weekends. Could we re-apply to start SFSP for our home based enrolled children, and perhaps offer weekend meals to our center based children.** School districts in the area have the first opportunity to service the communities via SFSP according to federal regulations. Have you coordinated with local school districts to see what their plans on?

**When operating SFSP and receiving SFSP subsidy, do we record this revenue in the summer food line or regular lunch ?** You will complete the SFSP claim for reimbursement in NEO and school sponsors will also report program financials under ‘District Financials’ in the NSLP system. ‘Reporting SFSP Financials for SFAs’ instructions are found [here.](https://www.maine.gov/doe/schools/nutrition/unanticipatedschoolclosure)

**Do these Maine DOE Child Nutrition webinars and zoom meetings count towards the professional standards required training hours we need this year?** Yes, they do.