

# Special Provision II

February 17, 2022



Child Nutrition  
Maine Department of Education

# What is Special Provision II

- ▶ 4 Year Program
- ▶ Collect Child Nutrition Food Service Applications in the first or Base year only
- ▶ Base year, claim meals by student eligibility determined
- ▶ Years 2-4 meals are claimed based upon the percentage of free, reduced and paid meals served for breakfast and lunch during the base year, annual percentage

# Why Special Provision II

- ▶ Could save the State of Maine money in providing universal free meals in school
- ▶ Do not qualify for Community Eligibility Provision
- ▶ Saves time, only collect applications in Base Year
- ▶ Saves time during meal counting, can use a tic sheet or another easier method.

# First Steps

- ▶ Superintendent must notify Maine Child Nutrition of intent to participate in Special Provision II: email - [david.hartley@maine.gov](mailto:david.hartley@maine.gov) by June 30<sup>th</sup> of year prior to beginning
- ▶ Agreement will be sent to Supt. to sign stating intention to participate, list schools.
- ▶ Agreement will be signed by ME Child Nutrition and returned to the District

# First Steps-Continued

- ▶ A media release must be sent stating the intention to participate. Sample can be found on the ME Child Nutrition web site:
- ▶ <https://www.maine.gov/doe/schools/nutrition/programs/nslp/specialprovisions>
- ▶ Copy must be maintained.

# First Steps-Continued

The LEA agrees to update and amend its Free and Reduced-Price Policy Statement to include participation in Special Provision 2 and submit it to MEDOE any time a new base year is established, or an extension is requested.

# Base Year

- ▶ Collect and process applications
  - ▶ 30 day carry over of benefits applies from prior year.
- ▶ Process Applications within 10 days of receipt
- ▶ Send notices home to families of eligibility determination
- ▶ Complete the Verification process, normal
- ▶ Complete October survey, normal
- ▶ Complete monthly claim for reimbursement based on each student's eligibility determination:
  - ▶ Just like a none Special Provision program or a “normal” year.

# Help Collecting Applications

- ▶ Students will be receiving meals at no charge, why should the application be completed
- ▶ Many reasons, other benefits, grants, taxes, etc...
- ▶ Assistance can be found on the Child Nutrition Web site at:  
<https://www.maine.gov/doe/schools/nutrition/studenteligibility/mealbenefittoolkit>



# Sponsor Information Sheet Verification - Base Year

- ▶ Normal Verification procedures are followed.
- ▶ When completing the Annual Participation Agreement in CNPweb, for Type of Verification , Select “Basic”

## Type of Verification

Verification is required for all SFAs participating in the National School Lunch Program.

33.  Basic  Alternate 3%  Alternate 1% Plus  No Verification Required, Submission of Verification Report is Required

- ▶ Complete the Error Prone Process

# October Survey

- ▶ Completed normally.
- ▶ Based on number of approved applications as of October 31st of Base year.

# Agreement Signed

- ▶ After the free, reduced and paid claiming percentages are determined a final agreement will be completed. This will contain:
- ▶ Lunch claiming percentages
- ▶ Breakfast claiming percentages
- ▶ Schools in District participating
- ▶ Years the District/schools will be participating.
- ▶ Signed by the Supt. returned to Child Nutrition, signed by Director, returned to District.

# Determining Claiming After Base Year Years 2 - 4

- ▶ After the base year is completed, CNPweb will determine the annual claiming percentage of free, reduced and paid meals served by meal type based on meals claimed in the base year.
- ▶ These percentages will be used by CNPweb to calculate the reimbursement for the next 3 years.

# Determining Claim Percentage

## CNPweb will calculate

- ▶ Base year lunches served:

- ▶ Free: 36,159

- ▶ Reduced: 5,340

- ▶ Paid: 17,488

- ▶ TOTAL: 58,987

- ▶ Free %:  $36,159 / 58,987 = 61.3\%$

- ▶ Reduced %:  $5,340 / 58,987 = 9.4\%$

- ▶ Paid %:  $17,488 / 58,987 = 29.6\%$

One Decimal place.

# Years 2 - 4

- ▶ DO NOT collect applications!
- ▶ Do complete a daily count of meals served for each meal type
- ▶ Do enter the total meals served by meal type on the monthly claim for reimbursement in CNPweb
- ▶ CNPweb will use the claiming percentages determined in the Base year to calculate the number of free, reduced and paid meals served by type.
- ▶ Reimbursement will be based on this.

# Years 2 - 4

- ▶ Do not complete verification, no applications were collected.
  - ▶ Unless Special Provision is not District Wide
- ▶ October survey free and reduced eligible student eligibility is based on the free and reduced claiming percentages for lunch of the base year.

# Completing Annual Site Information Sheet-CNPweb Lunch

- ▶ Site Info Sheet:
- ▶ # 38 - From the Drop down select “Provision 2”

## National School Lunch Program

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38. Participation:

40. Provision 2 or 3 Lunch Base Year:

41. Lunch is a  Pricing Program  Non Pricing Program



# Completing Annual Site Information Sheet-CNPweb Breakfast

- ▶ Site Information Sheet
- ▶ # 46 - From the Drop down select “Provision 2”

## School Breakfast Program

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46. Participation:

48. Provision 2 or 3 Breakfast Base Year:

# Completing Site Info Sheet

- ▶ The Site Info Sheet to be completed this way for each School within the District participating in Special Provision II
- ▶ The rest of the form is completed normally

# Sponsor Information Sheet

## Non-Base Year Verification

- ▶ Verification is not completed
- ▶ When completing the Annual Participation Agreement in CNPweb, for Type of Verification, Select “No Verification Required”:

### Type of Verification

Verification is required for all SFAs participating in the National School Lunch Program.

33.  Basic  Alternate 3%  Alternate 1% Plus  No Verification Required, Submission of Verification Report is Required

- ▶ If you have schools not participating in the Special Provision, check “Basic”, Verification will be completed for those schools.

# October Survey Non-Base Year

- ▶ Base year lunch claiming percentages
  - ▶ Free: 61.3%
  - ▶ Reduced: 9.1%
  - ▶ Paid: 29.6%
- ▶ Enrollment 354 students
- ▶ October Survey
  - ▶ Free:  $354 * 61.3\% = 217$
  - ▶ Reduced:  $354 * 9.4\% = 32$
  - ▶ Paid:  $354 * 29.6\% = 105$

# Financial Effect on District of Prov II

- ▶ The State of Maine will be paying the difference between the Federal USDA reimbursement rates for free rates to reduced and paid reimbursement rates.

- ▶ Example:

	▶ Free	Reduced	Paid
▶ USDA:	\$3.73	\$3.33	\$0.42
▶ Maine	\$0.00	\$0.40	\$3.31

- ▶ No Financial impact on District.

# Administrative Review

- ▶ During an Administrative Review:
  - ▶ The applications will be reviewed for the Base Year.
  - ▶ Any application errors will be corrected back to the Base Year to be able to correct the claiming percentages.
- ▶ Maintain all documentation pertaining to participation for the 4 years operating, plus 3 years.
  - ▶ Applications, accountability sheets, verification
  - ▶ Signed agreements

# Additional Information

- ▶ <https://www.maine.gov/doe/schools/nutrition/programs/nslp/specialprovisions>
- ▶ Questions: [david.hartley@maine.gov](mailto:david.hartley@maine.gov)  
**207-624-6878**

