While things continue to change as we get more guidance, here are steps you can take now to be prepared for provision of reimbursable meals during the unanticipated school closure.

1. Think of any location you could offer SFSP meals. **UPDATE** delivering via mobile vehicle (bus) on a consistent route (maybe bus routes) is an option. Each bus route is an individual site and labeled as such on site form.

1. Get your SFSP application in with all potential pick-up locations/bus routes as individual sites.
	1. Mobile sites/Bus sites the first stop record as site address
	2. Think BIG. Even if you don’t plan to serve as much/often get the biggest possible service in. If you end up doing a smaller service, that is ok. But plan big.
2. In the “other” month section, put 31 days. May have to expand it later.

                                                   ii.     Add all meals being considered. But can be a combination of two.  Breakfast and Supper if you have the capacity. Snack and another meal is also an option. You can provide both meals at the same time.

                                                  iii.     Put service as 7 days of the week.  This allows you to provide meals for the weekend if you plan to do so.

         iv.     If you want to provide multiple days’ worth of meals at once (up to 3) email Paula.Nadeau@maine.gov or pamela.partridge@maine.gov for approval.  We will be doing same day approval.

* 1. Don’t overthink the budget, training and additional information that is more pertinent to traditional SFSP. Complete this for the unanticipated closure. We understand things will change. It is more important that you get this in with as much information about how the unanticipated meal service will go.
	2. We will be working quickly to get applications/site information sheets approved. If you do not have approval and it is submitted feed the children we will catch up.
1. **UPDATE**: if school is not at 50%, you may be able to provide SFSP service for this school closure. There are many other ways to get approval.  If the district can focus on free reduced in an area it can be made an approved site.  This may include local information such as a low income apartment complex, information such as local housing assistance, HUD, even looking at apps and finding an area a group of free/reduced live.  Get the SFSP application in and then we can help with sites for your district.
2. **UPDATE** Meals can be delivered directly to a quarantined house with household consent (phone call)
3. **UPDATE** We encourage children to be present to obtain their meal.  However if not present for health and safety reasons a responsible person can pick up the child’s meal.  Staff distributing meals should feel confident the person does have that child obtaining the meal for.  Not asking to collect documentation.  Keep in mind they may have taken in other children from family, some family were in a now closed day care, or taking care of neighbor’s child while they volunteer.
4. All staff at Child Nutrition will be working as a team to focus on this. We are here for guidance and support.

NOTES:

* 1. If district has not done SFSP before, Child Nutrition will work on getting access to the SFSP module starting Monday.
	2. Review the basic information on the right side of our homepage: [https://www.maine.gov/doe/schools/nutrition](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Fdoe%2Fschools%2Fnutrition&data=02%7C01%7CPaula.Nadeau%40maine.gov%7C164d48ee50c349dfa82908d7c9330725%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637199093324270061&sdata=bR8ObTn403eBU1zR%2FrhAiquczGPEtQNi%2FMFTmGlzxOY%3D&reserved=0)
	3. Review the FAQ and if not there email the question to Child Nutrition
	4. Consider having only one person per district talking to parents
	5. Consider having only one person per district contacting us