



Fall SFSP-SSO

Q&A

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OPEN VS. CLOSED

1. Under SSO/SFSP we have to feed ages 1-18, right? Or can we just serve as a closed-enrolled site to enrolled students?

The population served varies depending on the program selected:

- Open = Must feed all children ages 1-18 regardless of enrollment
- Closed-Enrolled = Feed a selected identified group of children (e.g. enrolled students only)
- Both = Have a mix of open sites and closed-enrolled sites.

2. If we switch to SSO/SFSP is it correct that we would feed all children or just our enrolled students?

If an SFA operates SSO/SFSP under an Open Site(s), they must feed all children ages 1-18, this means children attending their school and children from the community. If an SFA would like to serve only their enrolled students, they may operate as a Closed-Enrolled Site(s). Indicate if the site will operate as open or closed enrolled in the [Fall 2020 SFSP/SSO Waiver Opt-in Form](#) and on the site application in MyIdahoCNP.

3. What is a closed enrolled site?

During the pandemic, closed enrolled sites are allowed to operate in a school setting where an identified group of children can be served (e.g. serving enrolled students only).

4. While school is in session we are trying to feed in the cafeteria if safety allows. Administration would not like unenrolled students and parents coming into the cafeteria because of safety concerns. Would we be able to serve enrolled students in the cafeteria and offer grab-n-go for other children in the community?

Yes, site may operate as an open site and provide meals to children in the community. Alternatively, the school may operate a closed enrolled site to serve only enrolled children. Please indicate which option will be implemented on the [Fall 2020 SFSP/SSO Waiver Opt-in Form](#).

5. Starting September 8, students will be in school five days per week and meals will be delivered to the classroom or students will pick-up in the cafeteria. If all sites are open, how do we address the parent pick-up for those families that are not in a brick and mortar school. Can we have dedicated school/sites that handle the curbside pick-up at a dedicated time?

Yes. Sponsors are able to set meal pick-up times for those sites offering grab n' go meals.

6. If I have 2 schools that are considered open sites, can I have different serving periods? One period to serve the community, the other to serve the students enrolled?

Yes. This would be allowable since it is an open site and all children in the community will be fed.

7. So, we could have some of our sites as open and some of our sites as closed sites?

SFA sponsors who are operating SFSP or SSO are able to operate both open and closed-enrolled sites.

8. Can we do serve at open sites and OVS at closed sites?

Yes

9. With closed enrolled sites, do we have to run them through the meal counting program or can we use a tally sheet/head count?

For closed enrolled sites, SFSP/SSO sponsors can utilize a tally mark as the head count for meals served for students. Sponsors must have a system in place to ensure program integrity is

being followed and to ensure only those in the selected identified group of children (e.g. enrolled students only) are served meals.

10. Can we still sell a la carte items at breakfast & lunch if we are running a closed enrolled "in person learning" SSO?

A la carte sales are allowable in the SFSP/SSO; however, the sponsor must consider food safety practices when selling foods to program participants taking into consideration how money will be transacted

11. Can we operate closed enrolled while school is in session, and change to open in the event that schools close?

Sponsors must decide whether they are going to feed only enrolled students in the district or operate as a community feeding site (ages 1 through 18). If schools close, sponsors can continue to operate their sites as they were initially approved. Sponsors cannot switch between open and closed sites repeatedly however if the need arises, contact the state agency.

SFSP / SSO SUMMER FEEDING

12. Please explain the difference between SFSP and SSO Benefits?

The NSLP meal pattern is used in SSO and all meals are served free to children in the community. The reimbursement rate for SSO is paid at the free rate for NSLP or SBP, which is slightly less than the SFSP reimbursement rate. However, USDA entitlement is not calculated for lunch meals served under SFSP. Additionally, monitoring requirements under SFSP do not apply to SSO. For further information, refer to the *Fall 2020 Child Nutrition Program Comparison Chart*, available on the SDE re-opening website.

13. What financial information do we include on the SY20-21 SFSP application? What we plan on doing for the fall and summer or just summer?

The State agency is waiting on guidance from USDA.

14. Do I need to keep running DC matching if we move to SSO/SFSP?

Yes.

15. If we start operation under SSO, can we switch to SFSP at a later date?

Yes, SFA sponsors can switch from SSO to SFSP operation. However, SFA sponsors must wait and conduct the switch the next full month because a month's claim cannot be split between two programs.

16. If I move to SFSP will my entitlement be based on last year?

USDA has not provided guidance on entitlement during SY20-21.

17. Clarification on SFSP monitoring waiver: If we opt-in to the waiver, do we have to complete a site review within the first four weeks or collect ethnic and racial data report? Or is it required in a different format for social distancing?

SFSP Sponsors are still required to complete the appropriate monitoring requirements during operations. The Onsite Monitoring Waiver allows for SFSP sponsors to complete the monitoring requirements offsite (i.e. desk reviews).

18. If we use our point of sale system in the SFSP to make sure we don't serve duplicate meals, do we still need to fill out the meal count forms required for SFSP?

No. Sponsors are not required to use the State agency provided meal count forms.

19. If we start SFSP/SSO now do we use the start date of September 2020?

The State agency opted-in to Nationwide Child Nutrition Responses #48-56 allowing sponsor participation in the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) to begin on **September 1, 2020**. While operating under this waiver, claims must be submitted through the Summer Food Service Program (SFSP) or Seamless Summer Option (SSO).

20. If we opt in for SSO and do our monitoring review in December but funding happens to end in October, will we still be okay doing our monitoring in Dec-Jan? Or do we need to move up our plan and the repeat when SSO ends?

SSO monitoring requirements must be completed prior to ceasing operations. Currently, USDA states that sponsors may operate under SSO until funding runs out or December 31, 2020. If operations end December 31, 2020, the sponsor will return to NSLP in January and must complete their NSLP on-site monitoring review prior to February 1, 2021. The State agency will contact USDA for additional information regarding monitoring requirements.

21. Can we operate SFSP/SSO while schools are in session? Many enrolled students are over the age of 18.

Yes, the COVID-19 Response #56 allows for SFSP and SSO sponsors to operate through December 31, 2020 or until funding runs out. For both SFSP and SSO, sponsors operating Open Sites must serve all children ages 1-18. A person 19–21 years of age, who has a mental or physical disability (as determined by a State or local educational agency) and who participates during the school year in a public or private non-profit school program (established for the mentally or physically disabled) is also eligible to receive meals.

22. Just to confirm, to serve SFSP/SSO we don't have to be in an unanticipated closure.

Correct, sponsors do not need to be in an unanticipated school closure in order to operate SFSP/SSO.

23. We are a 4-day district. Can we serve meals for 5 days?

If you are operating SFSP or SSO, yes, you can serve meals for 5 days to all children ages 1-18.

24. Under SSO/SFSP can we serve breakfast and lunch per student each day, so claiming 2 meals, or only claim 1 meal?

Under the newly released waivers, SFA's can serve both breakfast and lunch just as you did in the spring. SFAs will claim both those meals served so long as you have indicated both meals are being served in your SSO or SFSP packet in MyIdahoCNP and have opted into the waivers.

25. Would August meals be claimed under NSLP?

Yes. Meals served in August must be claimed under NSLP.

26. I have been charging student's according to their eligibility. If we are able to go back to September 1, 2020 on our SSO/SFSP claim, will I need to reverse charges to the students who have been paying out of pocket?

Yes.

27. It looks like the rate difference between SFSP and SSO is about \$0.25. How much are we credited per meal for USDA foods?

During SY19-20, sponsors were credited \$0.3625 per lunch meal for USDA foods under SSO and NSLP.

28. The summer rate is operating \$3.76 per meal. Do we not get the .3925 per meal administrative rate?

Yes, however the Administrative reimbursement under SFSP varies between Rural/Self-Preparation sites and Vended/Urban sites. The Administrative reimbursement rate will depend upon the sponsors program operations.

29. Will choosing SFSP or SSO affect our severe need calculations in the future?

The State agency is waiting on guidance from USDA.

30. Do we still receive the .07?

The Meal Performance Reimbursement (extra 7 cents) will be paid under the SSO program.

31. It looks like the SSO reimbursement rates went up 10 cents! Can you confirm?

The lunch meal rate did go up by 10 cents. The breakfast meal rate went up 5 or 6 cents, depending on the reimbursement category the district receives.

32. It was my understanding we did not have to have the Idaho Rebound documentation turned in until December.

The absolute deadline that the State has to close out the funds is December 11, 2020. Reimbursement requests must be submitted as soon as possible to ensure we can complete our reports by the December deadline.

33. If we are CEP what would be the advantage, do we go back CEP after Dec.

All the meals served through the Seamless Summer Option are reimbursed at the free rate. Under CEP, your reimbursement rate is calculated with your ISP. If you stay on CEP, you will have a percentage of meals claimed as free and the rest will be claimed as paid. (Example: ISP = 40% > 64% of meals will be at the free rate and 36% of meals will be claimed at the paid rate). Under SSO/SFSP, 100% of meals are claimed at the free rate.

34. If we don't qualify for SFSP, can we utilize the new flexibilities to serve all students free?

If the SFA does not qualify to operate under the SFSP, they may be eligible to operate the SSO. SSO permits sponsors to serve free meals to children aged 1-18.

35. If we want to add a school that has not previously operated as a site, but is a K-8 building, do we need to add the additional site or can we combine it with the elementary school site?

Please contact the State agency as we need additional clarification.

36. We are doing SSO and we have teachers that eat but we are running them through the POS. My question is do we put them on our daily meal count sheet we are using for students?

As long as your production records reflect the total meals served to both students and adults, each SFA can determine where you enter them. Remember, adults cannot be claimed for reimbursement and must be charged the adult meal price.

37. Is the text number still active to help our remote only families locate an SSO/SFSP curb side pickup site? If so what is that number please?

Text "Summer Meals" to 97779. This is only for open sites under SFSP.

38. Do we still need to charge for extra milk when operating under SSO or SFSP?

Under SFSP/SSO, sponsors may continue to charge for a la carte milk for students bringing their own meals from home. However, sponsors must track this purchase accurately to reflect a la carte sales versus unitized meals served to participating children. To limit risk to both students and staff, be mindful of food safety and proper cash handling protocols.

39. If our kitchen was closed due to COVID, is that considered an operating day?

If meals were not served, it would not be considered an operating day.

40. Can meal count forms be used in SSO instead of entering students individually in the automated POS system?

Yes, however to ensure program integrity the production records should match whatever meal count sheet sponsors are using. Adult meals must be accounted for but cannot be included in the claim.

41. Do we need to send out letters to the families when their status changes?

Only if the household has submitted a free and reduced application for school year 20-21.

42. Is the 30-day carryover calendar days or school days?

School operating days, this should include virtual learning days.

MEAL PATTERN

43. Since meals were served under the NSLP meal pattern, prior to transitioning to SFSP meal pattern and would not fit the NSLP meal pattern. What happens to those meals served?

When transitioning between programs, sponsors may need to submit an *SY20-21 Meal Pattern Flexibility Waiver Form* in order to claim the meals under the corresponding program.

44. If we opted in to SFSP but started the month out for NSLP do we need to opt in to the meal pattern waiver or will the NSLP meal pattern meet the SFSP requirements for the September claim?

Look at the meals served prior to transitioning and receiving approval to operate SFSP. If the meals served do not meet the SFSP meal pattern requirements you will complete the meal pattern waiver request form that was included in the approval letter for the *Fall 2020 SFSP/SSO Waiver Opt-in Form*

45. SSO meal pattern 1 cup fruit for both breakfast and lunch?

It depends on which age-grade group you are serving. SSO sponsors must follow the NSLP meal pattern.

46. In SFSP, when serving a unitized meal are we able to provide an option to choose the entree?

Yes, as long as you are following the meal pattern.

47. Can we get more information on the 2012 meal pattern? Just to clarify, we will need to follow that pattern now until when?

The State agency asked USDA for additional guidance on this, however our current understanding is that since the SSO follows the SBP/NSLP meal patterns, the 2012 requirements would need to be followed in SSO. That means:

- Flavored milk may only be fat free
- All grains must be whole grain rich
- Average sodium across the week must meet target 2 limits

48. How do we follow the meal pattern if we are only operating 4 days a week?

The 4-day meal pattern for NSLP/SSO is available under Download Forms in MyIdahoCNP.

MEAL DISTRIBUTION

49. If we were to offer a grab and go for unenrolled students, can we have the parents call in and order by a certain time instead of just being open for a period of time?

No. Meals must be available to all children ages 1-18 during their meal service.

50. Can we send multiple days of meals at grab n go sites?

Yes. Sponsors must opt-in to the appropriate waivers. Additionally, the sponsor must include an integrity plan with appropriate measures in place to ensure that program accountability is maintained and that duplicate meals are not distributed to any eligible child or adult participant.

51. If we are serving in the cafeteria versus outside grab and go, would it be a new site?

No.

52. Can we deliver meals on busses like we did in the spring?

Yes. The sponsor must opt-in to the appropriate waivers. To opt-in, sponsors must first complete the *Fall 2020 SFSP/SSO Waiver Opt-in Form*. Sponsors will then complete their Attachment A and follow the instructions provided in the broadcast email sent on September 4, 2020.

PARENT/GUARDIAN PICK UP

53. There was some talk during the SFSP/SSO meals earlier this year about older siblings picking up meals for their younger siblings at sites/bus stops etc. Would this be an option?

Yes. Parents, guardians, and siblings are allowed to pick-up meals on behalf of children so long as the sponsor includes an integrity plan with appropriate measures in place to ensure that program accountability is maintained and that duplicate meals are not distributed to any eligible child or adult participant.

NSLP SNACK PROGRAMS

54. Can you operate SFSP or SSO and the ASSP?

No. ASSP is an NSLP program. Sponsors cannot operate NSLP and SFSP/SSO concurrently. An SFA can apply to participate in the CACFP At-Risk After School Program to serve and claim the snack. It is possible to serve a snack in the SFSP/SSO as one of the two meal services that sponsors may provide in SFSP/SSO. For example, lunch and snack.

55. To offer NSLP after school snack I either have to remain NSLP or SSO, not SFSP?

No. You may only run ASSP while operating NSLP.

CACFP AT-RISK AFTER SCHOOL MEAL PROGRAM

56. Can a sponsor operate SFSP and CACFP to cover meals for kids that are in our care all day?

Per SP25-2020, CACFP 14-2020, SFSP14-2020 Questions and Answers Relating to the Nationwide Waiver to Allow Summer Food Service Program and Seamless Summer Option Operations through December 2020, SFA's and Non-SFA CACFP sponsors may operate the at-risk afterschool meals component of the CACFP concurrently with the SFSP/SSO. However, under no circumstance may children receive more than the number of reimbursable meals allowed in each Program for which they are eligible.

57. Did you get any more info from the USDA regarding running SFSP and being able to run CACFP supper?

Currently, school sponsors are able to run SFSP/SSO and CACFP congruently.

58. Where do I sign up for CACFP for after school snack?

Contact Kim Sherman at ksherman@sde.idaho.gov or call 208-332-6935.

59. Do we have to do all the CACFP training to operate the snack program?

Yes

FREE AND REDUCED APPLICATIONS AND VERIFICATION

60. Will we need to start verification?

Yes. Verification officially starts October 1, 2020. A broadcast email was sent to NSLP sponsors on October 1.

61. While operating the SSO/SFSP program until December 31st or until funding runs out, can we still collect free and reduced applications so that we have the eligibility status for families in January or when the program ends?

Yes. Sponsors may continue to collect free and reduced applications to support the administration of Child Nutrition Programs. While operating on SFSP/SSO sponsors are not required to process applications.

62. With running SSO/SFSP how would we determine a free and reduced percentage for our district since we won't be collecting forms?

The State agency does not have a process for determining a free and reduced percentage when a district does not collect free and reduced applications. While operating on SFSP/SSO sponsors are not required to process applications, however they may collect applications to support the administration of Child Nutrition Programs.

63. If we choose to operate SSO/SFSP, how does that affect the verification process?

The State agency is waiting for further guidance from USDA on the process of verification for SY20-21. Until you hear otherwise, proceed with the verification process as in a typical year.

64. If I am currently running NSLP but switch to SSO/SFSP will the free and reduced percentages be affected for other school programs that use this rate for grants, funding, etc.?

Yes, it is possible that free and reduced percentages will be impacted.

NSLP TRANSITION PROCESS TO EITHER SSO/SFSP

65. Can I run as SSO/SFSP and NSLP at the same time or must I choose between programs?

Sponsors may only operate SFSP or SSO or NSLP.

66. Can we start feeding under the SSO/SFSP rules even if we have started NSLP, before our packet approval?

Yes, beginning September 1, 2020 SFA's may begin operating under SFSP/SSO waivers. Sponsors must complete and submit the [Fall 2020 SFSP/SSO Waiver Opt-in Form](#). Once the sponsor receives the approval letter from the State agency, they must complete and submit their packets in MyIdahoCNP as soon as possible.

67. If we submitted a waiver for meal pattern flexibility in NSLP can we transfer our request for a waiver to SSO/SFSP. Or will we need to complete a new waiver?

You will need to complete a new waiver. The link to the SY20-21 SFSP/SSO Meal Pattern Waiver Request Form can be found in the State agency approval letter.

68. Since we are operating NSLP right now- can we switch to SSO/SFSP for both face-to-face students and online students?

Yes, you may switch to SSO or SFSP.

69. We have been on provision 2 breakfast since 04-05. If we choose to do the SSO/SFSP versus NSLP will it mess up my breakfast program? Will I have to do a new base year?

No. Operating under SSO or SFSP will not impact provisional programs as long as you are not establishing a base year.

70. Is there an estimated time when we can expect approval letters so we can announce to students and parents that we are participating in the new program?

The State agency opted in to the nationwide waivers on August 31, 2020 allowing for SFSP/SSO operations to begin on September 1, 2020. State agency approval letters will be sent out in the order they were received.

71. If we served one or two days in September and have now switched to SSO/SFSP what do we do with the two days served under NSLP, what do we do with the claiming for the two days under NSLP already served?

Contact the State agency (Melissa Cook) with any questions regarding claims while transitioning between programs.

72. What if I made a mistake on one waiver flexibility?

You may edit the responses submitted in the [Fall 2020 SFSP/SSO Waiver Opt-in Form](#). In your confirmation email, you will want to click on the “edit the shared entry” link to update your responses:



MYIDAHO CNP AND CLAIMING

73. Where can I find the SSO application packet?

MyIdahoCNP under the School Nutrition Program Area.

74. What happens if I submitted my SFSP packet but decided I want to serve SSO because of USDA entitlement?

Edit the responses submitted in the [Fall 2020 SFSP/SSO Waiver Opt-in Form](#) to reflect SSO. Once you receive your approval letter, you will be able to complete your site application in MyIdahoCNP.

75. How do I update the SFSP application or SSO application in MyIdahoCNP ?

Current SFSP/SSO sites expire in MyIdahoCNP on September 30, 2020. If an SFA would like to operate in September, the SY2019-2020 application packet will need to be updated to reflect these operating dates. Operations for SFSP/SSO beginning October 1, will need to be rolled over to the SY20-21 site applications in MyIdahoCNP.

76. Will you roll over all information for the new year packet for 20/21?

Some information may roll over but not all. Sponsors must complete new SFSP or SSO site applications for SY20-21 to operate October 1, 2020 and beyond.

77. Not all of our schools are in the SFSP Application Packet, the missing schools have not offered SFSP based upon eligibility.

Sites ineligible based on program requirements are able to provide meals under SFSP if the sponsor opts-in to the appropriate waivers. In order to add new sites to MICNP, sponsors must first complete the [Fall 2020 SFSP/SSO Waiver Opt-in Form](#). Sponsors will then complete their

Attachment A and follow the instructions provided in the broadcast email sent on September 4, 2020.

78. Is the reimbursement the same for SFSP and SSO?

No, please refer to the claim rates listed in MyIdahoCNP.

79. The extension guidance states SSO/SFSP through December 31, 2020, or until funding runs out. What happens if I serve meals and funding runs out before I submit my claim?

The State agency is awaiting further guidance from USDA on the availability and use of funding for these extensions.

80. Is there a different process to file a monthly claim with the SSO process we are now doing?

In MyIdahoCNP, in the NSLP claim module – you will go to “Claim-SSO”

81. Do we need to do a new set of SFSP training modules for 20-21 SY? Can we submit our SFSP20-21 application packet without a training date entered?

Yes, you will need to do a new set of training modules. However, put in the spring training date to avoid errors when submitting applications. Upcoming 2021 training dates will be determined at a later date.

82. I'm completing the SFSP 20-21 application and don't understand how to report the eligibility of sites. Can you explain this, especially how this is different from how I reported it for last year's application for September?

Please contact the State agency with specific questions on site eligibility. A handout that was designed to assist sponsors in completing their SFSP application packets, including how to document close-enrolled site eligibility, is available under Download Forms in MyIdahoCNP.

83. How long after the approval letter are we able to go in and add/edit our sites?

SDE staff is working as quickly as possible to add approved sites. An email will be sent notifying sponsors when all approved sites are available in MyIdahoCNP. Instructions for completing the SFSP and SSO packet are located in Download Forms.

84. Can I fill out the application in MyIdahoCNP for SFSP for 2020-21 before my 2019-20 app is approved?

Yes, sponsors can begin working on some components of the application packet. However, the site application packet may not include all operating sites until approved by SDE staff.

85. How do we know which coordinator is working on our opt-in form?

Email Child Nutrition Programs group at childnutrition@sde.idaho.gov

86. Will our SFSP application packet in MyIdahoCNP roll over?

The SFSP packets rolled over on September 3, 2020. All information that was contained on the 2019-2020 packet up through September 3, 2020 was transferred to the 2020-2021 packet. Any information that was added on the 2019-2020 packet after this date was not transferred, therefore sponsors must add the information on their 2020-2021 packet.

NSLP

87. Who do we tell that we are staying in the NSLP?

No action is needed if you choose to continue operating under NSLP.

88. If we want to continue operating NSLP for now while we are in school as normal, will we have an option to switch to SSO/SFSP if we are suddenly out of school for an extended period due to COVID?

SFA's do not have to be out of school to opt-in to the newly released waivers for operating SFSP/SSO. SFA's can continue operating under NLSP using flexibilities issued June 25, 2020. If an SFA decides to transition to SFSP/SSO, the transition must occur on the first serving day of the subsequent month.

89. We are operating under NSLP and are delivering meals to the classrooms. Do we have to use a roster or can we do a tally sheet/meal count sheet?

You must use a roster. Under the NSLP, sponsors must charge for meals by student eligibility. Tally sheets would not be permissible since this method would not keep track of student name and eligibility. Tally sheets may be allowable under provisional programs so long as the sponsor has an edit check system in place.

90. Any changes to the NSLP AR? If we are scheduled for this year what does it look like for the future?

The State agency is waiting on guidance from USDA, however, the State agency submitted a waiver to postpone administrative reviews for SY20-21.

91. Our district just started an online school and hired outside teachers. Students in the online school are not in our PowerSchool system. Do they qualify for the NSLP lunch program?

If students are not enrolled by the district in a brick and mortar site within a school food authority, then they are not permitted to participate in school meal programs (NSLP, SBP, etc.). These requirements do not apply for open sites operated under SFSP/SSO.

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