

# **Unanticipated School Closure Summer Food Service Program (SFSP) FAQ**

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## **What is Unanticipated School Closure SFSP?**

In the event of an unanticipated school closure, sponsors may participate in Unanticipated School Closure SFSP. Program requirements are the same as traditional SFSP but are used during the school year.

## **What is an unanticipated school closure?**

An unanticipated school closure is defined as a school/district that has an unplanned closure. Examples include: extreme cold, snow days, a water main break, frozen pipes, electrical (heating/cooling) problems, employee strikes, flooding, fire, natural disaster, health and safety issue, etc.

## **Can I use Unanticipated School Closure SFSP during school breaks?**

No, during planned school breaks, sponsors are not eligible to participate in Unanticipated School Closure SFSP.

## **Am I eligible for Unanticipated School Closure SFSP?**

Sponsors that have participated in the SFSP within the past 2 years are eligible to use Unanticipated School Closure SFSP.

## **What sites can I have Unanticipated School Closure SFSP at?**

For a site to be eligible for Unanticipated School Closure SFSP, it must qualify using school data (at least 50% free or reduced applications) or census map data. Any site that was approved in the SFSP Michigan Electronic Grant System + (MEGS+) application within the past 2 years is eligible.

## **Can I serve at a new site?**

Yes, sponsors may add new sites to serve Unanticipated School Closure SFSP if the sites are eligible using school or census data.

## **How can I participate in Unanticipated School Closure SFSP?**

1. Attend Unanticipated School Closure SFSP training or webinar (required for participation).
2. If a current SFSP Sponsor, ensure question 6b on the Sponsor Information Page is checked. Review Site Listing Page to review approved SFSP sites. If you want to serve at a site not listed, click Add Site on the Site Listing Page. Complete the Site Information and SFSP Site Calendar Pages. If an amendment is needed, complete the Amendment Justification and submit the application.
3. If you are a new SFSP Sponsor and only intend to participate in Unanticipated School Closure SFSP, email [mde-sfsp@michigan.gov](mailto:mde-sfsp@michigan.gov) with your intent to participate in Unanticipated School Closure SFSP and request access to the 2019 SFSP MEGS+ application. Once you have access to the 2019 SFSP MEGS+ application complete each page of the application. Select lunch on 12/31/19 as the service date only on the SFSP Site Calendar Page. Refer to the Show Help button for application assistance. Once the application is completed submit the application for MDE to

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review. The Sponsor will receive an approval email from MEGS+ when the application has been approved by MDE.

4. On the day(s) of the unanticipated school closure submit an intent to participate in Unanticipated School Closure SFSP in [GEMS/MARS](#).

## **How often am I able to use Unanticipated School Closure SFSP?**

There is no limit to the number of times sponsors can use Unanticipated School Closure SFSP. Unanticipated School Closure SFSP can be used whenever there is an unanticipated school closure.

## **What is the meal pattern?**

The meal pattern for Unanticipated School Closure SFSP is the same as traditional SFSP.

## **Can parents pick up a child's meal?**

No, if a sponsor wants to serve a meal and receive reimbursement, children must come to the site and eat the meal onsite.

## **Can we give a child a sack meal to take home and still claim it?**

No, meals must be eaten onsite to fulfill the congregate feeding program requirement of SFSP. Meals consumed offsite cannot be claimed for reimbursement.

## **Can I use food service funds to pay for adult meals or food sent home with children?**

No, if reimbursable meals are not served, non-federal funds (i.e. General Fund, donations, etc.) would have to be used to cover the entire cost of all the food provided to children. These funds would also have to cover the labor used to make the meals, paper products, etc. Adults must always pay for their meals or be covered by non-federal funds.

## **Do I have to charge for adult meals?**

No, sponsors are not required to charge for adult meals. However, if you provide adult meals for free, the funds to pay for those meals must come from another funding source and not the non-profit foodservice account.

## **What records do I need?**

You will need to keep the menu, production record(s) and/or delivery tickets from those days that children were served using Unanticipated School Closure SFSP. Meal counts taken at the Point-Of-Service (POS) using the Daily Meal Count Form, Meet Up and Eat Up application, or POS system will also need to be kept for 3 years plus the current year.

## **Do I have to complete monitoring requirements during Unanticipated School Closure SFSP?**

No, monitoring requirements are waived during Unanticipated School Closure SFSP.

## **How often do I have to update the SFSP MEGS+ application?**

The most recent SFSP MEGS+ application will need to be updated by the last day of each month that you participate in Unanticipated School Closure SFSP.

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## **What are the reimbursement rates?**

Reimbursement rates for meals served during Unanticipated School Closure SFSP are the same as traditional SFSP. Reimbursement rates for the SFSP are effective January through December.

## **Where do I claim the reimbursable meals served during Unanticipated School Closure SFSP?**

All claims are submitted through the [Michigan Nutrition Data \(MiND\)](#) system. Select Unanticipated School Closure SFSP to submit the claim.