

## Common Questions and Answers for the Extended SFSP Addendum

Updated 11/5/20

Q1: If our School Food Authority (SFA) is not participating in the Extended Summer Food Service Program (SFSP), but remaining instead with the National School Lunch Program (NSLP), do we need to fill out the Extended SFSP Addendum?

A: No. This Addendum is only meant for those SFAs that are actively participating in the Extended SFSP since the Extended SFSP was not included in any contract previously.

Q2: Who should fill out the Extended SFSP Addendum?

A: It is the intent that the SFA should initiate the Extended SFSP Addendum. The SFA will enter information that matches its current needs for the Extended SFSP and then send it to their vendor, who will then add the agreed-upon rates. It is very important that there is open communication between the SFA and vendor, including agreement to the terms of this Addendum. Once the Addendum is complete, the vendor will sign and send back to the SFA, who will then send to MDE for review.

Q3: Can the terms of the Extended SFSP Addendum go back to the beginning of the school year?

A: The Extended SFSP Addendum active date corresponds with the Extended SFSP MEGS+ application and the first day of the effective claim month. If an application was submitted by October 15, the SFA can claim back to the beginning of the school year. After October 15, it goes by the month the application was submitted.

Q4: When is the ending date for the Extended SFSP Addendum?

A: The Extended SFSP Addendum will end on June 30, 2021, for all contracts. On July 1, 2021, SFAs will go back to participating in the regular SFSP (if applicable) and must follow the terms of their initial contract, renewal agreement, or previously approved addendum that added regular SFSP. If either the SFA or vendor cannot meet those terms, termination and rebid may be necessary.

Q5: Since our labor needs might fluctuate, can the labor costs be billed outside the meal rate?

A: No. All labor costs, including servers, must always be included in the price per meal for all fixed price contracts.

Q6: If our needs change (such as for number of meals, type of meals, labor, etc.), can we submit a subsequent addendum to get a different price?

A: No. The Extended SFSP Addendum can only be submitted to MDE once. The information entered on the Addendum should reflect the SFA's current needs. A vendor's meal rates should be based on the information given and cannot fluctuate, even if the number of meals or staff needed goes up or down. Once this Extended SFSP Addendum is finalized and approved, no revisions or additional addenda will be allowed or approved. If a vendor cannot honor the agreed upon price per meal in the Extended SFSP Addendum, termination and rebid may be necessary.

Q7: If we go back to participating in the NSLP, do we need to do another addendum?

A: No. If the SFA stops participating in the Extended SFSP and goes back to NSLP normal operations, the initial terms must be followed, including number of staff, meal types, meal rates, etc. If the vendor and/or SFA feels the initial terms of the contract cannot be met, termination and rebid may be necessary.

Q8: Can the meal packs/boxes be charged a different rate that is higher or lower than other meals served separately?

A: Yes. In the Meal Pack section on the Addendum, the vendor must enter the rate per pack and be able to tell the SFA how much the individual meals are within those packs and how they came up with that price. The vendor must provide a detailed cost analysis for any increase in rates, which would include the meal packs and why they are more expensive than regular individual meals.

Q9: When is a cost analysis required and who is supposed to complete it?

A: A detailed cost analysis must be performed and submitted by the vendor to the SFA if price changes should occur during the life of a contract. MDE has developed a Cost Analysis Worksheet to assist with this process and the vendor must use this format when providing an explanation for the changes in price. The SFA must ensure that the vendor has completed the Cost Analysis Worksheet in its entirety and that appropriate supporting documentation is attached. The SFA will attach the Cost Analysis Worksheet to the Extended SFSP Addendum for MDE review and approval.

Q10: How do I submit my Extended SFSP Addendum and the vendor's Cost Analysis Worksheet?

A: Click the link found in the Directions and on the Addendum, which will take you to the webpage for uploading the forms. Sign in either as a guest or using your MEIS account log-in and password.

Q11: When is the Extended SFSP Addendum due?

A: SFAs must submit their completed Extended SFSP Addendum to MDE by November 30, 2020, or within the month the Extended SFSP MEGS+ application has been submitted if after November 30.