

Unanticipated School Closure
(USC)
Summer Food Service Program
(SFSP)



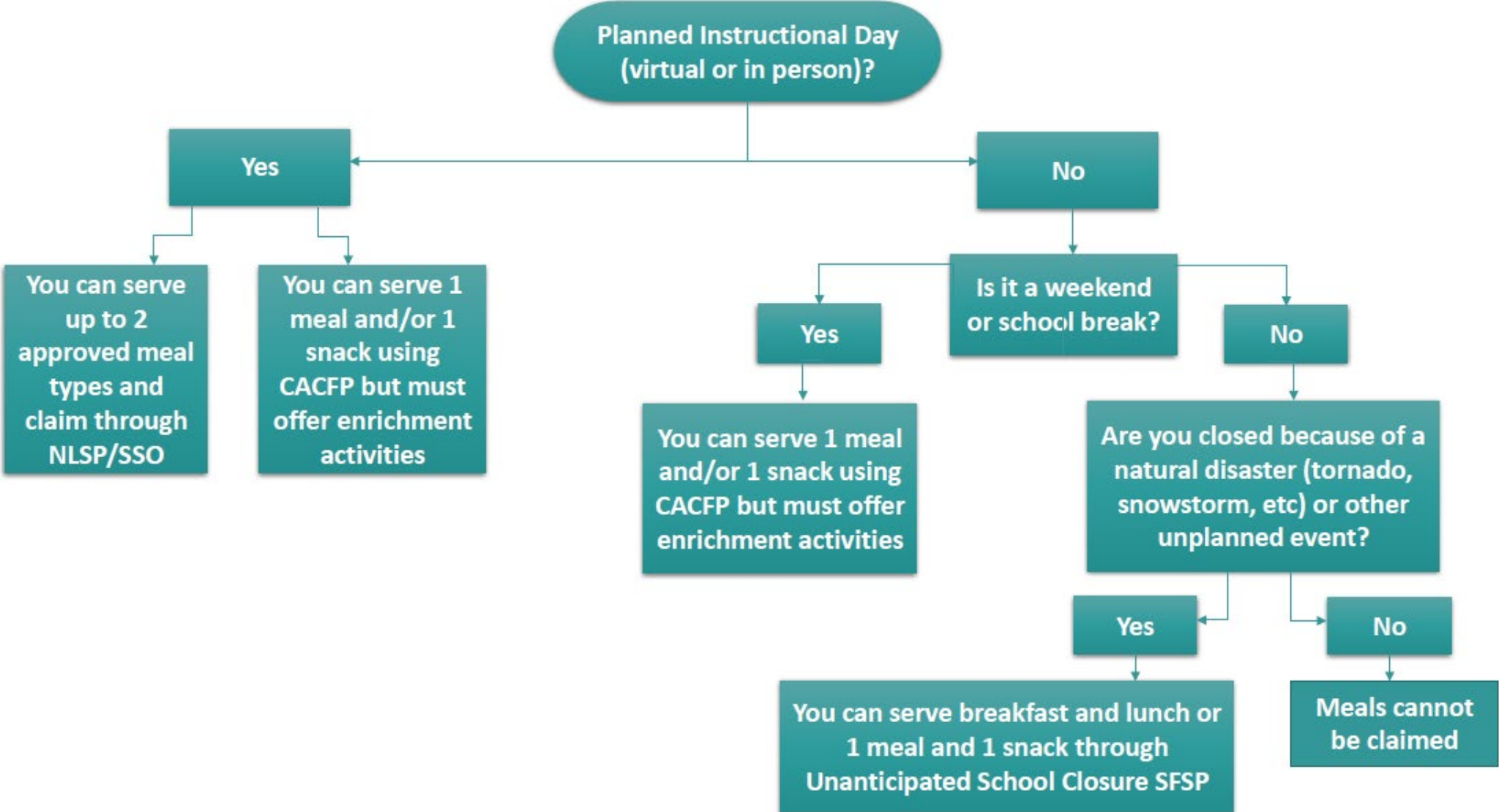
Agenda

- SFSP & Unanticipated School Closures
- Requirements for Participation
 - Eligibility
 - Application Process
 - Meal Pattern
 - Record Keeping
 - Meal Counting and Claims
 - Staff Training and Civil Rights
 - Communication and Community Outreach
- Challenges and Considerations
- Wrap-Up and Q&A



SFSP & Unanticipated School Closures

SSO vs. CACFP or USC SFSP





Unanticipated School Closure Definition

An unanticipated school closure is defined as a school/district that has an unplanned closure that is not on a planned instructional day.

Examples: 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.

Emergency Planning


Does your school district's Emergency Plan or Winter Weather Plan include feeding students?



Sponsor Eligibility

Sponsors that have participated
in the SFSP within the past 2
years are eligible to use USC SFSP





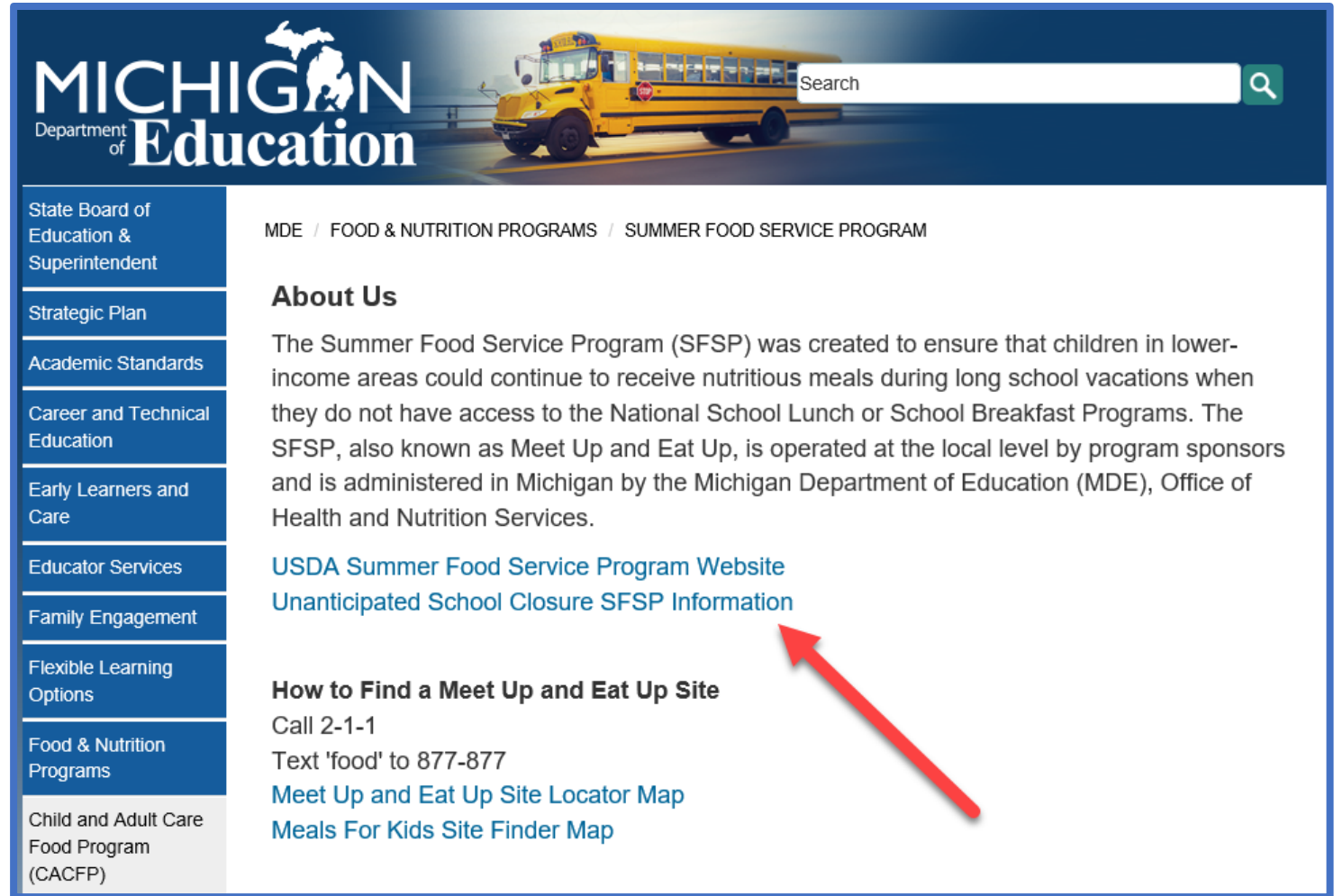
Requirements:
Same as
traditional SFSP

- Application
- Meal Pattern
- Meal Counting
- Claims
- Recordkeeping
- Procurement
- Staff Training
- Civil Rights
- Communication and Community Outreach

Alert MDE

USC SFSP Information Form
– link is on the SFSP website
www.michigan.gov/sfsp

[USC SFSP Intake Form](#)



The screenshot shows the Michigan Department of Education website. At the top, there is a navigation bar with the MDE logo, a search bar, and a yellow school bus image. Below the navigation bar is a sidebar menu with various categories. The main content area displays the breadcrumb trail: MDE / FOOD & NUTRITION PROGRAMS / SUMMER FOOD SERVICE PROGRAM. The 'About Us' section provides an overview of the Summer Food Service Program (SFSP). Below this, there are two blue links: 'USDA Summer Food Service Program Website' and 'Unanticipated School Closure SFSP Information'. A red arrow points to the second link. The 'How to Find a Meet Up and Eat Up Site' section includes contact information and two more blue links: 'Meet Up and Eat Up Site Locator Map' and 'Meals For Kids Site Finder Map'.

MICHIGAN
Department of Education

Search

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Flexible Learning Options

Food & Nutrition Programs

Child and Adult Care Food Program (CACFP)

MDE / FOOD & NUTRITION PROGRAMS / SUMMER FOOD SERVICE PROGRAM

About Us

The Summer Food Service Program (SFSP) was created to ensure that children in lower-income areas could continue to receive nutritious meals during long school vacations when they do not have access to the National School Lunch or School Breakfast Programs. The SFSP, also known as Meet Up and Eat Up, is operated at the local level by program sponsors and is administered in Michigan by the Michigan Department of Education (MDE), Office of Health and Nutrition Services.

[USDA Summer Food Service Program Website](#)
[Unanticipated School Closure SFSP Information](#)

How to Find a Meet Up and Eat Up Site
Call 2-1-1
Text 'food' to 877-877
[Meet Up and Eat Up Site Locator Map](#)
[Meals For Kids Site Finder Map](#)



Unanticipated School Closure SFSP Information Form

Michigan Department of Education

At the bottom of the page, you can save your progress and return later or submit when finished.

Sponsor Information

The Summer Food Service Program (SFSP) has a provision to serve meals during unanticipated school closures. This form alerts MDE that a SFSP sponsor intends to use the provision. Specific requirements must be met prior to participation. If requirements have not been met, MDE reserves the right to deny the request. Visit www.michigan.gov/sfsp for requirements and more information. For further questions contact MDE-SFSP@michigan.gov.

Sponsor Name	<input type="text"/>
Sponsor Number	<input type="text"/>
Contact Name	<input type="text"/>
Title	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Best method for contact during closure

In the 2018 SFSP MDECS+ Application, on the

Information to Submit on
the Intake Form

- Sponsor name and agreement number
- Contact person, phone, email
- Date of closure(s)
- Site name and address
- Meals to be served
- Meal service times
- Reason for closure
- How information will be communicated
- If adult meals will be available

MEGS+ Application



Michigan Electronic Grant System Plus - MEGS+

Michigan Department of Education

[Michigan.gov](#) [Reports](#) | [Administration](#)

[Home](#) [Quick Search](#) [Detailed Application Search](#)

[Main Menu](#) > [Quick Search](#)

Quick Search

Use the search functionality below to find a specific Application.

Search Quick Search

Application/Task	<input type="text" value="CNP: Summer Food Service Program"/>
Fiscal Year	<input type="text" value="2021"/>
Application Description	<input type="text"/>
Application	<input type="text"/>
Status	<input type="text" value="-- Select --"/>
Agency Name/District Code	<input type="text"/>
Agreement Number	<input type="text"/>

Application Amendment

By the end of the month, amend the 2021 SFSP MEGS+ application:

1. Change Status to amend
2. Complete Amendment Justification
3. SFSP Site Information Page - #11 SFSP Site Calendar
 - Select month of USC SFSP service
 - Check the boxes for the meals served on the service date(s)
4. Change Status to submit amendments

Meal Service Requirements

SFSP Meal
Pattern

Feeding Type

Food
Safety

Documentation

USC SFSP Meal Service

Serve or provide up to any two meals per day (cannot serve lunch and supper on the same day)

Meals can be congregate or non-congregate (Waiver #101)

Parent or guardian pick up allowed (Waiver #103)

Multiple Meal Distribution for USC SFSP days only (cannot overlap with SSO and cannot be used for weekends or holidays)

Adhere to local health regulations

Congregate vs. Non-congregate Meals

Congregate Meals

- Meals are consumed onsite
- Unitized meals
- Offer vs. Serve

Non-congregate Meals

- Meals can be taken offsite
- Unitized meals only
- Multiple meal distribution may be used

Meal Pattern Breakfast



Components	Servings	Size
Milk	1	8 ounces
Fruit/Vegetable	1	1/2 cup
Grain/bread	1	Varies by type
Meat or Meat Alternate	0-1	2 oz

7 CFR 225.16(d)

Administrative Guidance Handbook page 58

Meal Pattern Lunch & Supper



Components	Servings	Size
Milk	1	8 ounces
Fruit/Vegetable	2	3/4 cup
Grain/bread	1	Varies by type
Meat or Meat Alternate	1	2 oz

7 CFR 225.16(d)

Administrative Guidance Handbook page 58

Meal Pattern Snack



Components	Servings	Size
Any 2		
Milk	1	8 ounces
Fruit/Vegetable	1	3/4 cup
Grain/bread	1	Varies by type
Meat or Meat Alternate	1	2 oz

7 CFR 225.16(d)
Administrative Guidance Handbook page 58



KEEP THESE FOOD SAFETY RULES IN MIND



SAFETY

- Bacteria can grow rapidly between 40°F and 140°F, which includes room temperature. This is known as the **danger zone**.
- Avoid holding foods in this temperature danger zone. Do not hold a food in the temperature danger zone for longer than **two hours**. After two hours discard the food.
- Keep meals and milk not being served at the time in the refrigerator or cooler at a temperature of 40°F or below. Hot meals should be in a warming unit or insulated box at a holding temperature of 140°F or more.
- Remember that you cannot determine food safety by sight, taste, odor, or smell. If there is any doubt, throw the food away.
- Train food service employees on safe food handling, on the safe use of all types of equipment, and on personal hygiene.
- Keep a fire extinguisher and first-aid kit handy and instruct all personnel in their use.

The four core messages of Clean, Separate, Cook and Chill will help you keep your food safe to eat.



CLEAN

- Wash hands frequently and properly, for at least 20 seconds with soap and hot water. Use a separate hand wash sink, not sinks used for food preparation or dishwashing. Always wash hands after touching hair or face.
- Use disposable towels when drying hands. Discard disposable towels after each use.
- Cough or sneeze into a tissue. Dispose of tissues properly. ONLY, and wash hands afterwards. If you sneeze on food or food production area, discard the food and sanitize the food production area.
- Persons with colds, coughs, or other respiratory illnesses should not be permitted to work in food preparation areas.
- All superficial cuts should be covered with a bandage and a disposable glove.
- Any person with an infected cut or skin infection should not be permitted to work with food.
- Use disposable gloves properly. Wash hands before putting on gloves, avoid touching skin, carts, refrigerator, freezer, oven doors, money, or any unclean surfaces. Throw the gloves away after using or touching anything other than food.
- Follow instructions exactly on how to use and clean kitchen equipment. Keep all equipment, such as cutting boards, can openers, graters, slicers, and work surfaces sanitized. Sanitize equipment and work surfaces between use with raw and cooked foods. Check with local health department for a list of sanitizing agents.
- Use plastic cutting boards. Purchase a sufficient number of cutting boards to prevent cross contamination during food production.
- Empty garbage cans daily. They should be kept tightly covered and thoroughly cleaned. Use plastic or paper liners.

Food Safety

“Keep These Food Safety Rules in Mind” Monitor’s Guide (pages 20-21)

SEPARATE

- Avoid cross-contamination.
- Use appropriate utensils to pick up and handle food.
- Never touch ready-to-eat foods with your hands.
- If using hands, wear disposable plastic gloves and do not touch anything unclean with the gloves. Throw the gloves away after using or touching anything other than food.



COOK

- Be sure thermometers are available and use them properly. Calibrate thermometers on a regular basis.
- To make sure that meat and poultry are cooked all the way through, use a food thermometer.
- Cook foods to minimal required internal temperatures for safety.
- Prepare sandwiches and salads with a minimum amount of handling.
- As a food safety precaution, you may want to use two sets of cutting boards: one for meats, and one for vegetables and fruits. Buying plastic cutting boards in different colors will help to keep them straight.
- Prevent juices from raw meat, poultry, or seafood from dripping on ready-to-eat foods, such as salad greens, either in the refrigerator or during preparation.
- Store ready-to-eat foods **above** raw uncooked foods.

MINIMUM INTERNAL TEMPERATURES FOR SAFETY (BASED ON THE 2005 FDA FOOD CODE)	
165°F for 15 seconds	Poultry, stuffing, stuffed fish, pork or beef; pasta stuffed with eggs pork, casseroles, reheating leftovers.
155°F for 15 seconds	Ground meats, beef, lamb, veal, pork, pasteurized eggs held on steam table, cubed or Salisbury steaks, fish nuggets or sticks
145°F for 15 seconds	Seafood, beef, pork, veal steaks, & roasts (medium rare), eggs cooked to order and served immediately.
140°F for 15 seconds	Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box.

- DO NOT partially cook foods. Partial cooking may encourage bacteria to grow before cooking is completed.
- If the serving of a hot food must be delayed, keep it at a holding temperature of 140°F or above.



CHILL

- Keep cold foods COLD! (Refrigerate or chill food at 40 °F or below)
- Keep frozen food in a freezer at 0 °F or lower.
- Cool hot food from 140°F to 70°F within two hours. If during the cooling process food temperatures do not reach 70°F immediate action is required or food must be discarded. Cool foods from 70°F to 40°F or below within four hours. DO NOT ALLOW ANY FOODS TO COOL AT ROOM TEMPERATURE.
- Refrigerate or freeze properly cooled leftovers in covered, two-inch shallow containers.
- Divide large containers of soups, sauces, or vegetables so that the smaller portions will cool more quickly. Stirring throughout the chilling process will shorten the total cooling time. An ice paddle or ice bath will also help to rapidly cool foods.
- Leave airspace around containers or packages to allow circulation of cold air so that rapid cooling is ensured.
- Once cooled, tightly cover and date leftovers.
- DO NOT THAW FOODS AT ROOM TEMPERATURE. Thaw poultry and meat in a refrigerator and not on counters. Refreeze only if instructions permit.



Food Safety Resources



- FDA, Center for Food Safety and Applied Nutrition Outreach Information Center:
1-888-723-3366
- USDA's Meat and Poultry Hotline:
1-888-674-6854
- www.FightBac.org
- www.FoodSafety.gov

Food Allergies and Special Dietary Needs



- Required to accommodate those with disabilities who are unable to consume regular program meals
- Not required to accommodate preferences



Record Keeping



All menus must be planned to meet the meal pattern requirements



Meal count sheets and claim consolidation documentation



Menus, invoices and/or production records must be maintained

Documentation

Daily Meal Count Form

Count children as they receive a reimbursable meal

Plan for one meal per child per meal service

SUMMER FOOD SERVICE PROGRAM DAILY MEAL COUNT FORM																	
Site Name:							Meal Type: (circle) B L SN SU										
Address:							Date of Meal Service:										
Supervisor's Name:							Delivery Time:										
Meals received/prepared			+ Meals available from previous day			=		(Total meals available) [1]									
First Meals Served to Children (cross off number as each child receives a meal)																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45			
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60			
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75			
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90			
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105			
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120			
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135			
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150			
													Total First Meals +		[2]		
Second meals served to children																	
1	2	3	4	5	6	7	8	9	10						Total Second Meals +		[3]
Meals served to Program adults (<i>adults who works directly in the food service operation</i>)																	
1	2	3	4	5	6	7	8	9	10						Total Program Adult Meals +		[4]
Meals served to Non-Program adults (<i>adults not involved in the food service operation</i>)																	
1	2	3	4	5	6	7	8	9	10						Total Non-Program Adult Meals +		[5]
													TOTAL MEALS SERVED =		[6]		
													Total damaged/incomplete/other non-reimbursable meals +		[7]		
													Total leftover meals +		[8]		
													Total of items [6] + [7] + [8] =		[9]		
(* Item [9] should be equal to item [1])																	

Multiple Meal Distribution Form

Multiple Meal Distribution						
Site Name : _____				Date of Distribution: _____		
Total number of meals available for distribution (should be supported by the production records and/or delivery tickets)				Meal 1: _____	Meal 2: _____	
Meals in package	List each meal	List the number of days meals are provided	List all intended dates for meals to be consumed (do not list days of the week)			
Meal 1						
Meal 2						

Meals Served to Children														
Cross off number as each child 18 years or younger receives a meal package														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165
166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195
196	197	198	199	200	201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220	221	222	223	224	225
226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255
256	257	258	259	260	261	262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279	280	281	282	283	284	285
286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310	311	312	313	314	315
316	317	318	319	320	321	322	323	324	325	326	327	328	329	330
331	332	333	334	335	336	337	338	339	340	341	342	343	344	345

				Total Meal Packages Served =		<input type="text"/>
Meals in package	List each meal type	List the number of days meals are provided		Total meal packages served		Meals to claim (meals per child x total)
Meal 1			x		=	
Meal 2			x		=	

Meal 1 Leftovers: _____	Meal 2 Leftovers: _____
-------------------------	-------------------------

- Used for non-congregate feeding
- Used when distributing multiple meals at once
- Provide one meal per child per meal service per day
- If multiple meals provided are overlapping months, meals must be claimed in the appropriate month

Adult Meals



Program Adults work directly with the meal service



Program adult meals – allowable at no charge



Non-Program Adults do not work in any direct way with the meal service



The cost of meals for adults must be covered by a non-program funds

Production Record

DAILY FOOD PRODUCTION RECORD							Site:	Manager:	Age/Grade Group:	OVS: Yes / No	Date:		
Menu Planning Section - FSD/Menu Planner to complete in advance. <u>Foods planned to offer.</u>							Service Section - Site staff to complete. <u>Foods available today.</u>						
Lunch Menu Items	Meal Component Contribution	Recipe # or Code	HACCP 1=no cook 2=same day 3=complex	Amount to use (LB. OR QTY)	Serving Portion Size	Planned # Servings	Offered # Servings	Cooking Time/ Temp	Serving Time/ Temp	Actual # Student Servings	Actual # Ala Carte Servings	Actual # Adult Servings	Leftover & Code F=Freezer C=Cooler W=Waste
Meat/Alternate	*1 oz eq (K-8) *2 oz eq (9-12)												
Grains	*1 oz eq (K-8) 2 oz eq (9-12)												
**Vegetables	*3/4 C (K-8) 1 C (9-12)												
Fruits	*1/2 C (K-8) 1 C (9-12)												
Fluid Milk	*1 C												
Low Fat (≤1%) Unflavored													
Fat Free-Flavored													
Fat Free-Unflavored													
Condiments / Other Foods													
*Minimum Daily Amount													

Claims in MiND

- 1. Log in to MiLogin and select MiND 2.0
- 2. Click on Claims and Reimbursement - MiND
- 3. Select Summer Food Service Program
- 4. Click USC SFSP Claims

MiND 2.0 Michigan Nutrition Data System 2.0 Sara Harmon Logout

The Michigan Nutrition Data (MiND) system was developed by the Office of School Support Service (OSSS), Michigan Department of Education (MDE) to integrate several subsystems supporting the Child Nutrition Programs offered by the United States Department of Agriculture (USDA).

Select an Agency

School Food Authority Verification Collection Report

School Nutrition Program

Child and Adult Care Food Program

Summer Food Service Program

School Lunch Year End Report

Non-School SFSP Sponsor Year End Report

Grant Award Notification System

User Management

Welcome Page

Site Details [Claim meals for January - 2019 only. Do not combine months.](#)

Number of meal serving days:

Enter the Number of Meals Served To Eligible Children:

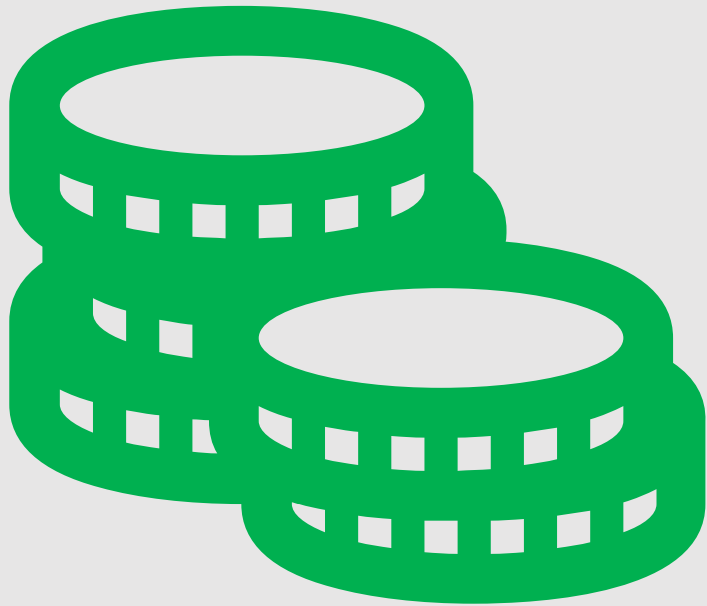
Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	<input type="text" value="0"/>	<input type="text" value="129"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Seconds	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Click Save Button After Entering or Amending Above Data

What Do I
Need to
Submit a
Claim?

For each site served:

- # of meal serving days
- # of 1st meals served by meal type
- Meals must be claimed in the appropriate month (do not overlap months)



2021 Reimbursement Rates

Breakfast

Rural or self prep \$2.4625

Other site types \$2.4150

Lunch or Supper

Rural or self prep \$4.3175

Other site types \$4.2500

Snack

Rural or self prep \$1.0200

Other site types \$0.9975

A dark blue, irregular ink splatter shape is centered on a white background. The splatter has a textured, watercolor-like appearance with some lighter blue and grey tones at the edges. The text "Training Requirements" is written in white, sans-serif font across the center of the dark blue area.

Training Requirements

Training

Sponsors must provide and document at least one training for staff

Make sure all staff understand the program must comply with USDA regulations to receive reimbursement

Civil Rights

More than one person should know how to do tasks necessary for program compliance

Training checklist in the back of the sponsor manual

7 CFR 225.15(d)(1)

Administrative Guidance Handbook page 107, 110

page 175 - Attachment 15

Civil Rights Overview

Child Nutrition Program Protected Categories

Age

Color

Disability

National Origin

Race

Sex

Civil Rights Training for Staff

Documentation for civil rights training must show the following topics were covered:

- Collection and Use of Data
- Effective Public Notification Systems
- Complaint Procedures
- Compliance Review Techniques
- Resolution of Noncompliance
- Requirements for Reasonable Accommodations of persons with disabilities
- Requirements for Language Assistance
- Conflict Resolution
- Customer Service

**7 CFR 225.7(g) and FNS Instruction 113-1
Administrative Guidance Handbook page 121**

An illustration featuring three stylized human figures against a crumpled paper background. From left to right: a girl with brown hair in pigtails wearing a pink shirt, a boy with brown hair wearing a dark brown shirt, and a girl with black hair wearing a red shirt. Each figure has a white speech bubble above their head containing a greeting in a different language. The girl on the left says 'Hola', the boy in the middle says 'مرحباً' (Marhaban), and the girl on the right says '你好' (Ni hao).

Hola

مرحباً

你好

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov.

This institution is an equal opportunity provider.

- SFSP Administrative Review cycle is three years
- Documentation for USC SFSP will be reviewed during Traditional SFSP Administrative Review
- USC SFSP only - may have MDE desk review or during NSLP Administrative Review

7 CFR 225.7(d)(2)

Administrative Guidance Handbook page 120

Administrative Reviews



Challenges and Considerations

Community Outreach

How will the message be communicated?

- Texting
- Social Media
- Robocall
- Email blast
- Websites



A photograph of a person walking away on a snow-covered path in a winter forest. The trees are heavily laden with snow, and the path is a clear, snow-covered trail. The person is wearing a dark jacket and a backpack. The overall scene is serene and quiet.

Identify the Barriers

-
- Labor management
 - Student and staff safety
 - Supply Chain/Emergency Procurement
 - Liability
 - What else?



Solutions and Planning



Wrap-Up and Q&A

Recap of Steps

Sponsors with an approved SFSP application in the past 2 years are eligible

Complete GEMS/MARS intake form before service

Submit MEGS+ amendment to update site calendar at the end of the month

Submit USC SFSP claim in MiND within 60 days

USC SFSP Resources

- MDE SFSP Website: www.Michigan.gov/sfsp
- USDA Guidance Manuals:
<https://www.fns.usda.gov/sfsp/handbooks>
- USDA Policy Memo SP55 CACFP26 SFSP18-2016
on Meal Service During Unanticipated School
and Day Care Closures
<https://www.fns.usda.gov/meal-service-during-unanticipated-school-and-day-care-closures>

Questions?



For more information visit www.michigan.gov/sfsp

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