

MEET UP EAT UP™

Summer Food Service Program

SFSP Bulletin

June 25, 2020

SFSP Updates 6/25/20

- Unanticipated School Closure SFSP must end by June 30, 2020
- No new SFSP applications will be accepted after June 30, 2020
- SFSP application amendments **must** be submitted to MDE 3 business days prior to starting the change
- It is the sponsors responsibility to ensure that your SFSP application reflects the sites you are providing meals at and contains accurate information
- As a sponsor you must have the capacity to administer and monitor your program
- All sites (stationary, mobile or bus routes) must have the And Justice For All *Poster* displayed during meal service/distribution

USDA has Extended the Nationwide Waiver for Area Eligibility

What does this mean for you?

It means that you can continue to provide meals at sites that do not meet traditional SFSP area eligibility. If you would like to participate in SFSP this summer you **MUST** do the following:

- Email MDE-SFSP@michigan.gov and request access to the SFSP application (no applications will be accepted after 6/30/20)
- Complete online training at [Sponsor Training](#)

- Access Code: 1234
- Planning and Administering the SFSP 2020 - Michigan 100 Training

MEGS+ Application Due Dates

Any sponsor who submits a SFSP application or amendment between June 18-30 **cannot** be guaranteed to have an approved application any earlier than 7/15. Which means you will NOT be reimbursed for meals served between 7/1 and 7/15 (or until the application is approved).

Home Delivered Meals in SFSP

- Sponsors must develop a method to notify households that SFSP meals are available to all children who request them
- Sponsors must develop a method (i.e. written, email, survey, verbal) for households to provide consent to initiate meal delivery (confirm contact information, delivery location and number of children requiring meals)
- Households must have a way of notifying the sponsor of medical or other special dietary needs

How to Enter Home Delivery Sites in the SFSP MEGS+ Application

- Add Site and name the Site for each 'route'; i.e. MS Bus Route 1, MS Bus Route 2
 - Use the address where the route originates (elementary, MS, HS, etc.) For these site types, you may have duplicate addresses in the application; for this purpose it is okay
- Question #6 select 2 – *Closed Enrolled*

6.a.i enter the number 1

6.a.ii enter the number 1

- Question #7 select 3 – *Collect Household Applications for Free Meals*

Upload the following items under Miscellaneous Attachments on the View/Edit Page

1. Delivery Route – include all routes in one document or upload separately with the name of the delivery route(s) as the name of the document (include the following)
 - Start date and end date of delivery

- Address of households (delivery points along bus route)
 - Number of children in each household
1. Home Delivery Operating Procedure – include procedure in one document with the name Home Delivery Operating Procedure (include the following)
- Process for getting consent
 - Examples - electronically through a survey or email, written consent, or verbally
 - Food safety procedures
 - including how meal temperatures will be maintained
 - Point of Service Procedures
 - No leaving meals on porches, driveways, newspaper boxes, etc. - unless the meal is shelf stable!
 - Training of home delivery staff and monitoring assurance

COVID -19 Eligibility – sites that are not traditionally eligible for SFSP

For a sponsor to select COVID -19 for question 7, all other options to qualify a site must be considered first. These sites are not eligible under traditional SFSP and therefore it is important to ensure eligible sites do not drop off the 2021 application.

School Data

- Check claim data for the school using October’s data first, but any month works through May. October’s data can be found at [October Data](#).
- Always try to qualify sites using school data. **For the site to be eligible using school data, the closest elementary school must be at least 50% free and reduced.**
- Remember, if there are only three schools (elementary, middle school and high school) in a district and the elementary qualifies, then the middle school and high school would qualify using school data from the elementary because the elementary schools is in the attendance area and feeds into the middle then high school.
- If using School Data, follow steps 1-3 to answer 7a-c.

Step 1: Find the closest public school or public school academy using [Great Schools](#) Enter the address of the site that you are trying to determine eligibility for, then search. Sort by distance.

Step 2: Find the entity/building code of the identified school in the Education Entity Master (EEM) at [CEPI](#). If the closest school has 50% or greater free and reduced enrollment, the site is eligible using school data.

Step 3: Complete a. thru c.

1. Enter 5-digit building code
2. Enter building name
3. Enter distance in miles (this must be filled in). The information regarding enrollment, free and reduced numbers and the free and reduced percentage will automatically fill. This information is being pulled from the fall 2019 CEPI information. The expiration date also prefills and takes the date of site eligibility and adds five years since eligibility is good for that long.

Census Data

- **For a site to be eligible using census area eligibility, the site must show as eligible on any of the below census maps. Documentation of site eligibility must be uploaded in the application.**
1. Open the [SFSP Census Map - USDA](#) link. Enter the address of the site. If the site location is in red, the site is eligible. If the site location is in blue, the site is not eligible using census data.
 2. Open the [FRAC Summer Food Mapper](#) link. Click on the Find button and enter the address of the site. If the site is in green, the site is eligible. If the site is in light blue, use the FRAC calculator to verify eligibility. If the site is in light pink, the site is not eligible using census data.
 3. Open the [No Kid Hungry Averaged Eligibility Map](#) link. Scroll down to the map and enter the address of the site. If the site location is in the orange or teal area, the site is eligible. If the site is in the white or gray area, the site is not eligible using census data.
- **The map must include a date and must be from the current year for a new sponsor and cannot be more than four years old for an existing sponsor.**

How to Select SFSP Site Eligibility for Sites Eligible due to the Nationwide Waiver Extension of Area Eligibility in the SFSP MEGS+ Application

- Site Information Page: Question #6 Select the Site Type, will most likely be *1 – Open Area Eligible Site*
- Site Information Page: Question #7 Select Site Eligibility *5 – COVID-19 Eligibility*

****How to add Multiple Meal Distribution into the SFSP MEGS+ Application****

Example: Site A would like to provide breakfast and lunch on Monday through Friday and snack on Saturday and Sunday. Meals will only be distributed 2 days per week: Monday and Thursday. Monday's distribution will provide breakfast and lunch for Monday, Tuesday and Wednesday. Thursday's distribution will provide breakfast and lunch for Thursday and Friday and a snack for Saturday and Sunday.

- #11: Site Calendar: fill out the calendar like you would during the traditional SFSP, check the days you are providing meals. (in this example it would be Mon.-Fri. breakfast and lunch and Sat./Sun. Snack) Select the meal types that will be provided each day (up to 2 types: for example: Breakfast and Lunch or Lunch and Snack, etc)
- #14a: List your meal service distribution times (start and end). This can be the same time for all the meal types that are distributed.

-Note - if you are doing non-congregate meals, you would **NOT** check OVS as it is not allowed in this setting.

- #14b: If you are distributing multiple meals - select "yes"
- #14c: List the days you are **distributing meals** in this format:

Example #1: Sponsor is distributing meals on Mondays and Thursdays: List as: Monday, Thursday

Example #2: Sponsor is distributing meals on Monday, Wednesday, and Friday: List as: Monday, Wednesday, Friday

There must be a space after each comma and no other words or punctuation should be in the box. These days, along with the times listed, will populate the Meet Up and Eat Up Map. If 14.c. is not correct, the application will be returned for modification.

Contact Us

Email: MDE-SFSP@Michigan.gov

Phone: 517-241-5374

Systems: [Nutrition Gateway](#)

The Michigan Department of Education [Nutrition Gateway](#) provides Child Nutrition Program (CNP) agencies one system to access annual CNP applications (MEGSplus), monthly claims (MIND) and periodic administrative reviews (GEMS/MARS).

Hyperlinks

1. www.misponsortraining.com
2. https://www.michigan.gov/documents/mde/SNP_-_October_2017_Breakfast_and_Lunch_Data_619283_7.pdf
3. <http://www.greatschools.org>
4. <https://cepi.state.mi.us/eem/Default.aspx>
5. <https://www.fns.usda.gov/areaeligibility>
6. <http://216.55.168.186/FairData/SummerFood/map.asp?command=scope&map=0>
7. <http://bestpractices.nokidhungry.org/Averaged-Eligibility-Map>
8. <https://mdoe.state.mi.us/gateway/Authentication/Login>
9. http://www.ascr.usda.gov/complaint_filing_cust.html

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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:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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