

September 2, 2020

We will begin promptly at 2:00 p.m.

OHNS TOWN HALL

**HAPPY TO
HAVE YOU
WITH US!**

- We likely will not get to all questions today. Please put your questions in the chat box so we can get answers to you ASAP.
- PowerPoints are posted at:
 - [Office of Health and Nutrition Services Town Hall Meetings](#)
- Q & A will be updated weekly
 - [MDE COVID-19 Health and Nutrition Services Resources](#)
- Next: September 16 & 30

PUT YOUR OWN OXYGEN MASK ON FIRST

- **Ganbaru:** a ubiquitous Japanese word which roughly means to slog on tenaciously through tough times.
- The word is often translated to mean “doing one’s best”, but in practice, it means doing more than one’s best. The word emphasizes “working with perseverance” or “toughing it out.”
- Ganbaru means to “commit oneself fully to a task and to bring that task to an end.” It can be translated to mean persistence, tenacity, doggedness, and hard work.

P-EBT SURVEY DEADLINE – TODAY!!!

- Survey **MUST** be completed by end of business **TODAY** in order to potentially extend benefits to families in your community!
- Sites under an alternative agreement need to be filled out as a **SEPERATE** survey

SURVEY LINKS

If your Local Education Agency (LEA) begins with the letters A-L click on this survey link: <https://www.surveymonkey.com/r/A-Leducationmodels>

If your Local Education Agency (LEA) begins with the letters M-Z click on this survey link: <https://www.surveymonkey.com/r/M-Zeducationmodels>

Contact: Mindy Grant grantm9@michigan.gov with questions

NEW NATIONWIDE WAIVERS FOR AN EXTENDED SUMMER FOOD SERVICE PROGRAM!

- **#48:** Area eligibility for closed enrolled sites
- **#49:** First week site visits
- **#50:** Meal service time flexibilities
- **#51:** OVS flexibilities
- **#52:** Area eligibility
- **#53:** Meal pattern flexibility
- **#54:** Non-congregate meals
- **#55:** Parent and guardian meal pick up
- **#56:** Allows SFSP through December 2020

IS THERE A CHOICE BETWEEN EXTENDED SFSP AND NSLP/SBP?

- MDE is equipped to handle both but sponsors must choose one or the other – you cannot run both Extended SFSP and NSLP
- MOST everyone will serve meals under Extended SFSP
 - Higher reimbursement rate
 - Easier meal pattern
 - Easier counting and claiming
 - Everyone qualifies – all kids are free
- Local decision
 - Consider news headlines if you do not
 - Decision must be for rest of calendar year and must be district wide
 - Must assure district students have access to meals in order to be in compliance with state law

ADDITIONAL CONSIDERATIONS

Extended SFSP

- Can provide meals for up to 7 days/week including holidays
- All meals are free to all children age 18 and younger
- Uses a count sheet to track meals served at point of service
- Every current SFSP sponsor can participate
- Current NSLP sponsors new to SFSP may participate
- Application due October 15, approved retroactive to first day of school

NSLP/SBP

- Can provide meals for instructional days only
- Meals claimed/charged at student eligibility level
- Uses rosters/POS to track meals served
- Can only serve students enrolled in your district
- Every current NSLP sponsor can participate
- Application due October 15

FOR DISTRICTS THAT HAVE STARTED NSLP

- Extended SFSP is effective immediately
- Please reimburse/credit families for meals served/charged prior to starting Extended SFSP
- Must have a completed/approved SFSP application
 - New school sponsors will be provided access to the application after Labor Day
 - www.Michigan.gov/meetupetup will remain live therefore correct site information is critical for public knowledge

FOR DISTRICTS THAT HAVE STARTED NSLP

- August SFSP claims cannot be generated until there is an approved SFSP application
- You will zero out August SNP claims and resubmit in SFSP once application is approved.
- Claims for September onward until waivers end will occur in SFSP with an approved SFSP application.

WHAT IF I DID NOT PARTICIPATE IN SFSP THIS SUMMER?

Follow these steps:

- Complete SFSP online training
 - [Misponsortraining.com](https://misponsortraining.com)
 - Train your staff on SFSP procedures
- Attend "SFSP Application and Basic Info" webinar on Wednesday, September 9 at 2:00 p.m.
- Complete 2020 SFSP MEGS+ application
 - SFAs will have access no later than Wednesday, September 9
- Submit a complete 2020 SFSP Application by October 15
 - Earlier if you will need to have an August claim generated

SFSP APPLICATION AND BASIC INFO WEBINAR

- September 9, 2020 02:00 pm
- Join from PC, Mac, Linux, iOS or Android:
<https://zoom.us/j/97209128325?pwd=WFBMV2JoYVlKZkRHTDI3WS9lRlNIUT09>
- Password: eYiV16

Or Telephone:

- USA 404 443 6397
- USA 8773361831 (US Toll Free)
- Conference code: 806533

ADDITIONAL TRAINING

- MDE will host a webinar on how to complete the SFSP application for all new sponsors
 - September 9, 2020 at 2:00 pm via zoom
- MDE will also host smaller pre-approval Teams calls similar to analyst back to school trainings
 - This call is mandatory for all new school sponsors

SFSP TRAINING

- New sponsors and new staff are required to be trained by MDE
- Returning sponsors are required to attend MDE training at least once every 3 years
- SFSP Training is online and available now

SUMMER FOOD SERVICE PROGRAM SPONSOR TRAINING ONLINE

Training Website:

www.misponsortraining.com

Access Code: **1234**

Once training is complete enter the date in the SFSP MEGS+ Application

*****Please note this is a newer website and certain browsers or security settings and VPN connections might block the webpage, works best in Chrome and Firefox*****

Required SFSP Course: Planning and Administering the SFSP 2020 (Michigan – 100)

Complete 5 Lessons:

- 1 – Eligibility and Site Selection
- 2 – Meal Serving Planning
- 3 – Staffing
- 4 – Recordkeeping
- 5 – Civil Rights

WHAT ABOUT COMMUNITY SPONSORS?

- Current community (non-school) sponsors of SFSP may operate meal distribution locations
- There cannot be duplicate sites, school sites will get priority over community sponsored sites
- If a community sponsor provides meals in place of the local school district, all current contracts must be honored and there must be a written agreement between the district and community sponsor
- Only new school sponsors will be prioritized until further notice due to staff capacity.

MEAL SERVICE OPTIONS

For Students Onsite

- Classroom vs. Hallway vs. Cafeteria
- Pre-order where possible
- Stagger meal periods to minimize congregation of students
- Discontinue self-service bars and share tables
- Increase trash collection locations
- Keeping students with food allergies safe
 - Create a plan for each student based on their food allergies
 - The person who is supervising meal service should be trained in food allergies and choking prevention
 - Avoid cross contamination on classroom surfaces
 - Do not discriminate against students who have allergies

For Students Offsite

- Complete meals must be provided
- Multiple days of meals may be provided at one time
 - Extended SFSP Meals= 7 Days maximum
 - NSLP/SBP= 5 Days maximum
- Weekend meals are allowed for approved At Risk After School (CACFP) sponsors and Summer Food Service Program sponsors
- Parents/guardians may pick up complete meals
- Complete meals may be delivered by bus/mobile routes

SFSP 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

Lunch

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

EXPECTATIONS OF ALL SPONSORS IN ANY PROGRAM

- High quality, nutritious meals
- Maximized use of commodity entitlement
- Maximized use of local products
- Maintain excellent food safety – including getting the required 2 health inspections
- Maximize program integrity – you must have a written plan

MEAL PATTERN FLEXIBILITY WAIVER

- FNS expects and strongly encourages Program operators to maintain and meet the nutrition standards for each Program to the greatest extent possible.
- Requests to use the waiver must be approved on a case-by-case basis by MDE.
- Sponsors must fill out the [SurveyMonkey form](https://www.surveymonkey.com/r/JMS579W) to start the process.
<https://www.surveymonkey.com/r/JMS579W>
- Justification based *only* on supply chain disruption for Extended SFSP
- Approvals for K-8 Meal pattern and 2012 meal patter waivers will continue so they are ready if/when it switches back to NSLP

IMPORTANT REMINDERS

- Offer vs Serve is available for congregate meals only. OVS is NOT available for any non-congregate meals.
- Meal pattern waiver is available for demonstrated interruption in supply chain.
- Sponsors will be responsible to monitor all Extended SFSP sites per application agreement; monitor review must be completed by November 15, 2020
 - Monitoring is covered in the online training and will be covered in the webinar next week
- Every sponsor must have a program integrity plan that outlines your policies/procedures to assure program integrity

HOME DELIVERED MEALS IN EXTENDED SFSP

Schools may deliver to homes/use bus routes, etc.

In order to do this the sponsor **MUST**:

- develop a method to notify households that meals are available to all children who request them
- develop a method for households to provide consent to initiate meal delivery (confirm contact information, delivery location and number of children requiring meals)

Also:

- Households must have a way of notifying the sponsor of medical or other special dietary needs

WHAT'S THE DIFFERENCE BETWEEN A BUS AND MOBILE ROUTE IN THE SFSP?

Bus Route

- Each home is a delivery point along the bus route
- Meals can be delivered by delivery service or hand-delivered by sponsor staff or volunteers (deliver and go)
- Each bus route will have its own Meal Count Form

Mobile Route

- Each stop is a site along the mobile route
- Serve/distribute meals during approved meal service time (stay at the site for specific period of time)
- Each site/stop requires its own Meal Count Form

EXTENDED SFSP MEGS+ APPLICATION

- Participate in the webinar next week
- Specific information will be shared on how to fill out site pages for each meal service type
- Will have time for questions to be asked
- IF you need an August claim generated, once you submit the application email mde-sfsp@michigan.gov so we can prioritize your application. Otherwise we will not know to look for it.
- Have a question now? Email mde-sfsp@michigan.gov

SFSP REIMBURSEMENT RATES

SFSP Reimbursement Rates - January 1, 2020 – December 31, 2020

Meal Type	Rural or Self Prep Sites	All Other Types of Sites
Breakfast	\$2.3750	\$2.3300
Lunch or Supper	\$4.1525	\$4.0875
Snack	\$0.9775	\$0.9550

There is no longer a separation of Administrative and Operating Rates in SFSP – this is the single combined reimbursement rate.

SFSP ADMINISTRATIVE REVIEWS

- The OHNS team will be concentrating on approving MEGS+ applications and the SFSP administrative reviews will not be worked on for the month of September and possibly into October
- Due to the increased number of administrative reviews, official communication regarding the review; including findings and close out letters, may be delayed into December

EXTENDED SUMMER FOOD SERVICE PROGRAM FINANCIAL CODING

- Reimbursement claims coding yet to be determined – we will share once we have the information
- Continue coding expenditures to SFSP Grant Code 858 in Food Service Fund (Fund 25)
 - Use the optional 4th digit (X) to separate Extended SFSP from Traditional SFSP
 - Separate operating cost records will help if emergency funds are offered

Questions? Fiscal Monitoring Team at MDE-Fiscal@michigan.gov or 517-241-5380

PROCUREMENT AND CONTRACTS

- The Procurement and Contracts Team has received many questions related to pricing changes and/or meal service changes. The team is consolidating Q&As for the field and will share as soon as possible.
- How does a SFA work with a vendor or FSMC to address contract changes ?
 - Come to an agreement around any contract changes and document this with a contract addendum.
- Please continue sending questions to MDE-FSMC-Vended@michigan.gov.

DIRECT CERTIFICATION AND FREE AND REDUCED-PRICE MEAL APPLICATIONS

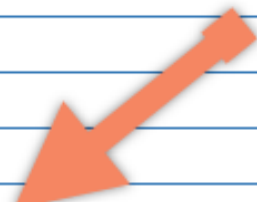
- NSLP sponsors are expected to continue to pull the Direct Certification Reports and extend eligibility to ensure students/households receive any benefits they are eligible for due to the current situation.
- Sponsors must also continue to collect and process Free and Reduced-Price Meal Applications for Eligible Households

DIRECT CERTIFICATION CALENDAR

- The direct certification refresh calendar has been updated - next update is **September 10**
- Direct certification refresh dates are now located on separate tab
- CEPI Master Calendar link: https://www.michigan.gov/documents/cepi/CEPI_Calendar_492773_7.xlsx
- MSDS and the direct certification list will be unavailable from Friday, Sept. 11 at 4pm until Monday, Sept. 28

Direct Certification Dates for Public and Nonpublic Schools	
Date	
7/31/2020	
8/13/2020	
8/27/2020	
9/10/2020	
9/24/2020	
10/8/2020	
10/22/2020	
11/6/2020	
11/19/2020	
12/4/2020	

EVENTS **Direct Certification** INSTRUCTIONS



FREE AND REDUCED-PRICE SCHOOL MEALS APPLICATION WEBPAGE

Department of Education

State Board of Education & Superintendent

Top 10 in 10

Academic Standards

Career and Technical Education

Early Learners and Care

Educator Services

Family Engagement

Flexible Learning Options

Food & Nutrition Programs

Child and Adult Care Food Program (CACFP)

Community Eligibility Provisions (CEP)

MDE / FOOD & NUTRITION PROGRAMS / SCHOOL NUTRITION PROGRAMS

Free and Reduced-Price School Meals Application

SFAs are required to distribute Free and Reduced-Price Meal Application packets to all households in the district on or around the beginning of the school year, but not before July 1.

Applications and Related Templates

- Frequently asked Questions About Free and Reduced-Price School Meals
- How to Apply for Free and Reduced-Price School Meals
- MDE Prototype Free and Reduced-Price School Meals Family Application
- USDA Prototype Free and Reduced-Price School Meals Family Application
- USDA Translated Free and Reduced-Price Applications
- Approval-Disapproval Letter to Households
- Sharing Information with Other Programs

Guidance:

- Critical Information for the Application for Free and Reduced-Price School Meals
- Income Eligibility Guidelines for Use in Schools

School Nutrition Programs

- National School Lunch Program
 - Resources
 - Free and Reduced-Price School Meals Application

National School Lunch Program

- About Us
- Contact Us
- Forms and Instructions
- How to Apply
- Resources
- Training

HOUSEHOLD INFORMATION REPORT SY 2020 - 2021

District: _____ School: _____

Part A. Student Information - Complete for each student Pre-K through 12th Grade

Student's Last Name	Student's First Name	Grade Level	School	Identify H if Homeless M if Migrant R if Runaway F if Foster

Part B. Benefits Received (if applicable)

If any member of your household receives Food Assistance Program (FAP), Family Independence Program (FIP), or FDIPIR, provide the name and case number for the person who receives benefits. Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case numbers.

Name: _____ Case Number: _____

Part C. Household Size

Part D. Household Income - Select the appropriate range of combined annual income for all people in the household (Include all income sources before taxes.)

Part C	Part D
<input type="checkbox"/> 1 →	<input type="checkbox"/> At or below - \$16,588 <input type="checkbox"/> Above \$16,588 & at or below \$23,606 <input type="checkbox"/> Above \$23,606
<input type="checkbox"/> 2 →	<input type="checkbox"/> At or below - \$22,412 <input type="checkbox"/> Above \$22,412 & at or below \$31,894 <input type="checkbox"/> Above \$31,894
<input type="checkbox"/> 3 →	<input type="checkbox"/> At or below - \$28,236 <input type="checkbox"/> Above \$28,236 & at or below \$40,182 <input type="checkbox"/> Above \$40,182
<input type="checkbox"/> 4 →	<input type="checkbox"/> At or below - \$34,060 <input type="checkbox"/> Above \$34,060 & at or below \$48,470 <input type="checkbox"/> Above \$48,470
<input type="checkbox"/> 5 →	<input type="checkbox"/> At or below - \$39,884 <input type="checkbox"/> Above \$39,884 & at or below \$56,758 <input type="checkbox"/> Above \$56,758
<input type="checkbox"/> 6 →	<input type="checkbox"/> At or below - \$45,708 <input type="checkbox"/> Above \$45,708 & at or below \$65,046 <input type="checkbox"/> Above \$65,046
<input type="checkbox"/> 7 →	<input type="checkbox"/> At or below - \$51,532 <input type="checkbox"/> Above \$51,532 & at or below \$73,334 <input type="checkbox"/> Above \$73,334
<input type="checkbox"/> 8 →	<input type="checkbox"/> At or below - \$57,356 <input type="checkbox"/> Above \$57,356 & at or below \$81,622 <input type="checkbox"/> Above \$81,622

*** Special Instructions for households with more than 8 people: DO NOT check the boxes above. Instead, fill in items below:**

Household size (# people): _____ Total annual income: _____

Part E: Certification - The head of household or adult designee who completed this form must complete this certification section

I certify (promise) that all information on this form is true and that all income is reported to the best of my knowledge. I understand that this form may impact the amount of State or Federal funding allocated to my local school district. I understand that the information I have provided may be verified.

(Signature) _____ (Printed Name) _____ (Date) _____

(Address) _____ (City) _____ (Zip) _____

(Email Address) _____ (Home Phone) _____ (Work Phone) _____

Do NOT fill out this section. This is for school use only.

Status: F _____ R _____ N _____ Determining Official's Signature: _____ Date: _____

CEP HOUSEHOLD INFORMATION REPORT

- Translated Household Information Reports available in Spanish, Arabic and Bengali
- Email MDE-SchoolNutrition@michigan.gov

FY 2021 SNP MEGS+ APPLICATION

- All sponsors still must complete and submit the 2021 SNP MEGS+ Application by October 1, 2020.
 - RCCIs, Special Milk Program sponsors, and sponsors that opt to continue in the SNP programs should submit ASAP.
- The deadline to elect the Community Eligibility Provision (CEP) for SY 20-21 has passed, but data reviews for sponsors that elected prior to August 31, 2020, is being completed at this time.

CACFP AT RISK AFTER SCHOOL (ARAS) SUPPERS

- Typically not available along with SFSP
- We will allow qualifying ARAS sponsors to:
 - Provide supper and a snack
 - Must include enrichment (can be virtual)
 - Must follow CACFP Meal Pattern
- New ARAS school district sponsors may contact CACFP at:
MDE-CNAP-CACFP@michigan.gov
- Only new school sponsors will be prioritized until further notice due to staff capacity.

IMPORTANT DATES TO REMEMBER:

- CACFP applications for preschool and/or ARAS due September 30, 2020
- NSLP/SBP application due October 1, 2020
- SFSP application for new school sponsors due October 15, 2020
- SFSP monitor review must be completed by November 15, 2020

WHAT QUESTIONS
DO YOU HAVE?

PLEASE ENTER
YOUR QUESTIONS
IN THE CHAT BOX.