

Unanticipated School Closure SFSP Information

In the event of unanticipated school closures (extreme cold day, snow day, water main break, frozen pipes, electrical issues, flooding, natural disasters, etc.) Sponsors may participate in Unanticipated School Closure SFSP. Sponsors that have participated in the SFSP within the past 2 years are eligible to participate in Unanticipated School Closure SFSP. Site eligibility requirements for Unanticipated School Closure SFSP are the same as traditional SFSP meaning sites must qualify using school data (at least 50% free or reduced applications) or census map data. Unanticipated School Closure SFSP sites can be previous SFSP sites or may be new sites as long as they meet eligibility requirements.

Program requirements must be followed. For example, all meals must be eaten onsite (congregate feeding) and be counted at the point of service, when children receive a reimbursable meal.

Resources

[FAQ - Unanticipated School Closure SFSP](#)

[Meal Service During Unanticipated School Closures USDA Memo](#)

Sponsor Steps to 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 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 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](#). Information needed includes:
 - Sponsor name and agreement number
 - Name, phone and email of contact person
 - Date of closure(s)
 - Site name and address where the meals will be served (must be an approved SFSP site in the MEGS+ application)
 - Meal(s) to be served
 - Meal service times
 - How information has been communicated to the public
 - Reason for closure
 - If adult meals will be available
5. Use the Daily Meal Count Form, Meet Up and Eat Up Meal Counting App or POS System during meal service.
6. Keep production record(s) and/or menu for meal(s) served.
7. By the end of the month, amend the 2019 SFSP application in [MEGS+](#).
 - Change Status to amend the application.
 - Complete the Amendment Justification.
 - SFSP Site Information: #11 SFSP Site Calendar, select the month of service, check the boxes for the meals and service dates of the Unanticipated School Closure SFSP. #14 update meal service times for the meals served.
 - Change Status to submit amendments.
8. Submit Unanticipated School Closure SFSP Claim in [MiND](#) within 60 days. **Note** - claims will be available 7-10 days after MDE approves the application amendments.