



Arizona Department of Education

Health & Nutrition Services Division

HNS #19-2020

MEMORANDUM

To: School Food Authorities and Community Organizations intending to operate the Summer Food Service Program

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Date: April 8, 2020

RE: **REVISED** SFSP Program Year 2020 Application and Program Announcement

Original Signed

The Arizona Department of Education (ADE), Health and Nutrition Services is pleased to provide School Food Authorities (SFAs) and Community Organizations (COs) additional guidance regarding the SFAs and COs with necessary information to meet application and USDA Foods Program requirements for the 2020 Program Year (PY20). This is an updated to HNS #25-2019. The following topics are discussed in this memo:

- Annual application deadlines, process and requirements;
- Application Checklist
- Program Operation Dates; and
- USDA Foods

Annual Application Deadline

Application Deadlines

- **April 17, 2020:** SFAs and COs wanting to participate in the USDA Foods Program have an earlier submission deadline for their SFSP applications. SFAs and COs who are not currently approved to operate the SFSP during the COVID-19 pandemic and federally declared public health emergency, should have the SFSP application submitted to ADE by April 17, 2020. The completed application includes having a management plan and budget completed and

Kathy Hoffman, Superintendent of Public Instruction

1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-8700 • www.azed.gov

submitting the [Food Distribution Delivery form](#). **Please note that due to the uncertainty of when COVID-19 pandemic and federally declared public health emergency will end, new SFSP SFAs and COs may not receive a USDA Foods allocation or be able to place an order USDA Foods.**

- **May 31, 2020:** Any potential SFSP SFAs and COs who do not want to participate in the USDA Foods have until May 31st to submit a complete SFSP application. Additionally, the SFAs and COs currently approved to operate the SFSP *during the COVID-19 pandemic* must also adhere to this updated guidance and submit a revised application for the SFSP in order to provide meals and received reimbursement for the remainder of summer of 2020 once the COVID-19 pandemic and federally declared public health emergency comes to an end.

Please note that any applications received after this date will not be considered for SFSP sponsorship but can be considered as an SFSP site.

Application Process

The 2020 SFSP application process will be completed online through the CNP Management Plans and Budgets system. SFAs and COs who participated in SFSP during PY19 continue to have access to the system. SFAs and COs who are new to the SFSP, must submit an Intent to Apply Packet prior to application submission.

New SFAs and COs - Intent to Apply Packet

Following the attendance at the Summit which was held on February 13, 2020, new organizations interested in participating in SFSP should gather the following documentation and mail it to ADE based on whether they will operate under the Simplified SFSP or the Seamless Option (only available to SFAs):

Simplified

1. Food Program Permanent Service Agreement (2 original copies, non-school sponsors only)
2. Sponsor-Site Add/Change/Delete Form
3. State of Arizona Substitute W-9 Form
4. Site Eligibility
5. DUNS Number Worksheet
6. ADE Connect Request for Entity Administrator

Seamless

1. Agreement and Conditions for Seamless Summer Feeding Option (2 original copies)
2. Sponsor-Site Add/Change/Delete Form

Please mail documents to:
 Arizona Department of Education
 Attn: Summer Food Service Program
 1535 W Jefferson St. Bin #7
 Phoenix, AZ 85007

Annual Application Checklist

Accessing the Application Checklist

The How to Apply section of the [SFSP Website](#) contains the application checklists which are organized by Simplified or Seamless and whether the SFA or CO is new to the SFSP or returning for operating previously in PY19.

- **Application checklist for SFAs and COs who are new to the SFSP** – [click here](#)
- **Application checklist SFAs who are new to the Seamless SFSP** – [click here](#)
- **Application checklist for Returning SFSP SFAs and COs** – [click here](#)
- **Application checklist Returning Seamless SFAs** – [click here](#)

Program Operating Dates

Operating Dates

SFSP operating dates are provided by SFAs and COs both in the CNP Management Plan and Budget system and the CNPWeb. Due to the COVID-19 pandemic and federally declared public health emergency, ADE is addressing two sets of operating dates below.

- **Operating Dates during the COVID-19 pandemic:** The end date for the COVID-19 pandemic and federally declared public health emergency is unknown. Therefore, the end date SFAs and COs must provide on the CNPWeb SFSP site application in section 4 is not known. Please be prepared to revise site applications to reflect program end dates for meal services operated during the COVID-19 pandemic and unanticipated school closure period. The program operating dates are dependent on when the COVID-19 pandemic and federally declared public health emergency ends or when the COVID-10 pandemic SFSP waivers expire on June 30th, 2020, whichever comes earlier. In addition, ADE recommends SFAs and COs who currently have bus routes as active sites, consider whether these will continue

to operate after the COVID-19 pandemic and federally declared public health emergency.

- **Operating Dates for regular SFSP:** Depending on when the COVID-19 pandemic and federally declared public health emergency comes to an end, SFAs and COs will be able to determine their operating dates for regular SFSP. Although the end date for the COVID-19 pandemic is unknown, SFAs and COs should be considering the dates they intend to operate the regular SFSP.

SFAs and COs currently operating the SFSP during the COVID-19 pandemic and unanticipated school closure period who plan for sites to continue operating regular SFSP, must update the site applications with the operating dates for regular SFSP. This information is to be reported in the CNPWeb SFSP Site application, Section 4 under **Program Period 2**. Operating dates will also be required on the Management Plan.

Returning SFAs and COs

SFAs and COs who participated in SFSP in PY19 continue to have access to the CNP Management Plans and Budgets system. Sites that operated last year will roll over. Add/Change/Delete forms should be submitted to the SFA or CO's Program Specialist if the SFA or CO wishes to make any changes to their sites. If the SFA or CO wishes to add a site, a copy of the site eligibility documentation must be submitted with the Add/Change/Delete form.

Application Submission and Completion

ADE Program Specialists will contact SFAs and COs once the SFSP Management Plan and Budget has been approved. Please remember that submitting an application to ADE does not mean the application is approved. Once notified, SFAs and COs will be able to enter the approved information in the CNPWeb and click "submit" for online approval. SFAs and COs must carefully read the online application instructions in the SFSP Web User Guide that is located at <http://www.azed.gov/hns/sfsp/sfspforms/>. SFAs COs must have an Entity Administrator in ADEConnect to grant access to the appropriate CNPWeb applications.

Individuals are responsible for keeping individual Entity Administrator accounts confidential, accurate and up-to-date. The username/password is an electronic signature and must not be shared. Consulting firms contracting with an Local Education Agency, including Food Service Management Company employees, are not authorized to complete the SFSP online applications or claiming process, and shall not be provided with Entity Administrator rights to enter such data.

The SFA and CO's participation in the SFSP begins only when all required **complete and correct** documentation is approved by the program director. Meals served to children must fully meet the meal pattern requirements to be considered for reimbursement.

Meals served prior to ADE's approval of the application are not eligible for reimbursement. There are no exceptions!

How to Utilize USDA Foods Program in the SFSP

All SFAs and COs may participate in the USDA Foods Program for the SFSP. SFAs and COs are required to pay a delivery fee for any cases of USDA Foods received, so please keep this in mind when considering participation in the program. These fees shall be paid out of the SFA or COs existing food service budget. For more information, contact a member of the School Food Programs team at USDAFoods@azed.gov

USDA Foods Program participation requirements:

- **April 17, 2020** is the deadline for submitting SFSP applications with the intent to also participate in the USDA Foods Program for all SFAs and COs who are not operating the SFSP during the COVID-19 pandemic. (SFAs and COs who are currently operating the SFSP during the COVID-19 pandemic and have an approved application in the CNPWeb, are already approved for the USDA Foods Program.)
- Complete a [Food Distribution Program Delivery Form](#) and submit it in the Management Plan.
- Submit the CNPWeb Application as soon as your Program Specialist notifies you that your Management Plan and Budget is approved.
- In CNPWeb, select “yes” from the “Participate in the USDA Foods Program” drop-down box in the *General Information* section of the Sponsor Application.
- Attend the School Food Programs Ordering web-based training to learn how to gain access to myFoods and receive an overview of the program. You will be contacted by a member of the School Food Programs to register in EMS for the “USDA Foods SY20 myFoods Summer Food System Training”.

E-Memorandum

Health and Nutrition Services, SFSP posts all SFSP memoranda to the ADE website:

<http://www.azed.gov/hns/memos/>. **SFSP SFAs and COs are responsible for all information provided in SFSP Child Nutrition (CN) memos;** hard copies will not be mailed directly to the SFA or CO. Please visit the website regularly to review the most current information related to the SFSP.

Important Program Reminders and Updates

Program Resources

SFAs and COs may easily access additional items such as application instructions, memos and guidance manuals at <http://www.azed.gov/hns/sfsp/>.

All SFSP SFAs and COs that prepare meals will need to closely work with their local county health departments to ensure the proper food service permits are obtained for both the kitchen facility and meal service sites. Please refer to the memo published by USDA, SFSP 07-2015, on the memo page

of the ADE website.

Non-Associated Site Agreements

SFAs and COs who administer the SFSP at non-associated sites (sites owned by an entity other than the SFA or CO), such as recreational programs, parks, vacation bible schools, etc., **must submit to ADE** a copy of a signed agreement between the legal operator of the non-associated site and the SFA or CO representative. A sample agreement is located at <http://www.azed.gov/hns/sfsp/sfspforms/>. SFAs and COs may use this template or provide an agreement of their own. At minimum, the agreement must specify details relating to meal service, times, dates and locations.

Claims for Reimbursement

- Meals served prior to ADE’s approval of the application cannot be claimed for reimbursement.
- SFAs and COs may submit claims for reimbursement once the claim month ends. Claims for reimbursement are processed by ADE on an ongoing basis. SFAs and COs must file the claim for reimbursement no later than 60 days after the claim month ends.
- June and July claims CANNOT be combined because the fiscal year ends June 30th, 2020.

Advance Requests

Simplified SFSP SFAs and COs may request a reimbursement advance for the months of June, July and August. It is important to note that advances can only be requested by SFAs and COs who are operating a minimum of 10 days in the month for which they are requesting the advance. All requests must be made prior to serving meals for the month an advance is needed. **The initial advance will be based on realistic, approved administrative costs and projected reimbursement.** Prior to the second advance being disbursed, SFAs and COs must provide detailed program training documentation to their Program Specialist. ADE will subtract the amount of the advanced funds from the submitted reimbursement claims. **NOTE: Due to the uncertainty of when COVID-19 pandemic and federally declared public health emergency will end, SFAs and COs may not be able to receive an advance for the month of June.**

SFAs and COs in good standing that wish to be considered for advance funds may request it on the management plan and budget.

Serious Deficiency

SFAs and COs that were deemed seriously deficient or owe fiscal action from a previous year are not considered “in good standing” and will not be approved for SFSP participation. Repayment of any fiscal action is a corrective action and a Program review cannot be closed until payment in full has been received by ADE. Outstanding corrective action and unpaid fiscal action will lead to a seriously

deficient determination. Seriously deficient SFAs and COs (in any child nutrition program) are not eligible to participate in the SFSP. If the SFAs or COs is declared seriously deficient while operating the SFSP, they will not be eligible for an advance until the serious deficiency is permanently corrected and the program review is closed.

Contact Information

If you have questions or concerns regarding this memo, please contact ADE at (602) 542-8700 and choose Option 1 for Community Nutrition Programs. Returning SFAs and COs have an assigned Program Specialist and can find specific contact information on the online Sponsor Application in CNPWeb.

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: (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: Call: (202) 690-7442; or (3) email: program.intake@usda.gov

This institution is an equal opportunity provider.