



Arizona Department of Education
Health & Nutrition Services Division

HNS # 38-2020

MEMORANDUM

To: School Food Authorities and Community Organizations operating the National School Lunch Program and Summer Food Service Program

From: Melissa Conner, Associate Superintendent

Date: September 2, 2020

Subject: Extension of the Summer Food Service Program and Seamless Summer Operations

Original Signed

The purpose of this memorandum is to provide program application guidance for program operators of the National School Lunch Program (NSLP) and the Summer Food Service Program (SFSP). The United States Department of Agriculture (USDA) [announced the extension](#) of the SFSP and the NSLP Seamless Summer Option (SSO) along with a suite of waivers to program regulations. Pursuant to the authority in Section 2202(a) of the Families First Coronavirus Response Act (the FFCRA) (PL 116-127) and based on the exceptional circumstances of this public health emergency, the Food and Nutrition Service (FNS) is allowing the Summer Food Service Program (SFSP) and the National School Lunch Program (NSLP) Seamless Summer Option (SSO) to continue to operate through Dec. 31, 2020.

School Food Authorities (SFAs) have the option to continue operations under the NSLP, or they can switch to the Summer Food Service Program (Simplified) or to the Seamless Summer Option depending on which program type was operated previously in Fiscal Year 2020 (FY20). Community Organizations that operated during FY20 may also resume or continue operating the SFSP. To ensure accurate reimbursement claim processing, for the month of September 2020, the program type previously operated (Seamless or Simplified) during FY20 must be utilized by SFAs. October 1, 2020 is the start of the Fiscal Year 2021 (FY21) for the SFSP and thus, SFAs who wish to switch program types may do so for October through December. Program operators who choose to operate SFSP/SSO for the month of September 2020 are required to submit a Management Plan and SFSP application in CNPWeb for FY20. Furthermore, program operators who choose to operate the SFSP/SSO for the months of October-December are required to submit a new Management Plan and SFSP application in CNPWeb for FY21. The ADE encourages Community Organizations to prioritize operations and service for non-school sites, and to work in partnership with school sites as needed to meet the meal service needs of the community.

Application Guidance:

To be eligible for reimbursement for SFSP/SSO meals served in September 2020, all program operators must submit the information below **by September 18, 2020.**

1. Submit a FY20 Management Plan (and budget, if applicable)
 - a. For SFAs who operated on or after July 1, 2020: A revised Management Plan is required. Update site information including estimated meal counts, planned meal service times, and operating dates for each site.
 - b. For SFAs who operated SFSP/SSO and ended service prior to July 1, 2020: A new Management Plan is required.
Any SFA who did not submit a Management Plan in FY20 will be provided a Management Plan for the SFSP program type that was selected in CNPWeb for March-June 2020 (Simplified SFSP or Seamless Summer Option)
 - c. For SFAs who did not operate SFSP/SSO in FY20: A new Management Plan is required. SFAs who did not operate the SFSP in FY20 will be provided a Seamless Summer Option Management Plan by default. A Simplified SFSP Management Plan can be requested instead by sending an email request with the SFA name to SFSP@azed.gov.

All SFAs who are new to SFSP and those who elect Simplified SFSP will also be subject to evaluation of their financial viability and administrative capability. This meets the regulatory application requirements for the SFSP.

2. Submit new applications for SFSP in CNPWeb indicating operating dates through 9/30/2020 and the selection of the Simplified or Seamless Summer Option (to match what was selected previously for FY20). This will allow operators to submit claims for reimbursements.
3. Request use of the following nationwide waivers via links on the Health and Nutrition Services COVID Communication webpage:
 - a. Area Eligibility- Explain how the SFA/Community Organization will ensure children in low-income areas are targeted for meal program availability.
 - b. Parent/Guardian Pick Up- Explain how the SFA will ensure meals are not duplicated and that program integrity is maintained.
 - c. Multiple Meal Distribution- Explain how the operator plans to ensure safe provision and prevent duplication of meals.
 - d. Meal Pattern Flexibilities

To be eligible for reimbursement for SFSP/SSO for all meals served from October through December 2020, all program operators must submit the documents listed below. ADE will provide a notification and submission deadline when these applications are available through the technology platforms.

1. **A new FY21 Management Plan and Budget (if applicable)**
Indicate estimated meal counts, planned meal service times, operating dates for all sites, and revised budget projections (if applicable). This is necessary to continue operations in the new

program year, FY21, and will be a valid approval through December 31, 2020 only. SFAs may elect to switch from Simplified SFSP to SSO or SSO to Simplified SFSP effective October 1, 2020. Any SFA that elects to operate under the Simplified SFSP at this time, will be subject to an evaluation of their financial viability and administrative capability.

2. Submit CNPWeb applications for FY21.

Indicate revised operating dates for each site that will be in operation. These should begin no earlier than October 1, 2020 and end no later than December 31, 2020.

3. Request use of the meal pattern flexibility waiver if applicable, in accordance with meal pattern flexibility waiver requirements.

The ADE is awaiting additional guidance and clarifications from the USDA National Office regarding compliance reviews, sponsor and SFA monitoring, and simultaneous operation of At-Risk Afterschool meals. Additional guidance will be provided to program operators as soon as it is available and will be posted on the Health and Nutrition Services COVID Communication webpage.

Please contact your Child Nutrition Program Specialist or the Specialist of the Day at (602) 542-8700 with questions. SFAs who did not operate SFSP in FY20 are encouraged to contact their assigned School Nutrition Programs specialist to initiate the application process.

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