



# School Food Authority (SFA) Requirements for Operating SFSP/SSO from July 2020-December 2020

This reference sheet is specific to operators of the Summer Food Service Program (SFSP) or the Seamless Summer Option (SSO), federally assisted meal programs administered by ADE from the United States Department of Agriculture (USDA).

## STEP 1

### Begin operating SFSP/SSO!

SFAs may begin operating SFSP/SSO immediately. Prior approval is not required to begin program operations.

## STEP 2

### Submit SFSP CNPWeb Application(s)

SFAs may submit their SFSP CNPWeb Application(s) at any time between now and December 31, 2020.

SFAs are required to submit a SFSP CNPWeb application for each fiscal year during which they operate SFSP (the SFSP fiscal year begins October 1 and ends on September 30).

- **FY20 SFSP CNPWeb Application:** required if you operate SFSP from July 2020 through September 2020
- **FY21 SFSP CNPWeb Application:** required if you operate SFSP from October 2020 through December 2020

**NOTE:** A Management Plan is not required for operating SFSP from July 2020 through December 2020.

## STEP 3

### Claim SFSP Meals

July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
<b>FY20 SFSP CNPWeb Application</b> must be approved by September 29, 2020 to claim for all of July 2020.	<b>FY20 SFSP CNPWeb Application</b> must be approved by October 30, 2020 to claim for all of August 2020.	<b>FY20 SFSP CNPWeb Application</b> must be approved by November 29, 2020 to claim for all of September 2020.	<b>FY21 SFSP CNPWeb Application</b> must be approved by December 30, 2020 to claim for all of October 2020.	<b>FY21 SFSP CNPWeb Application</b> must be approved by January 29, 2021 to claim for all of November 2020.	<b>FY21 SFSP CNPWeb Application</b> must be approved by March 1, 2021 to claim for all of December 2020.

#### Retroactively Claiming NSLP Meals

SFAs have the option to retroactively claim NSLP meals served from July 2020 to December 2020 as SFSP meals rather than NSLP meals so long as their SFSP CNPWeb application has been approved within the 60 day claiming window. Thus, while there is no strict deadline for applying to operate SFSP between now and December 31, 2020, it is in the best interest of SFAs transitioning from NSLP to SFSP to submit their SFSP CNPWeb applications as soon as possible if they wish to claim already served NSLP meals under SFSP.