



# Summer Food Service Program (SFSP) Application and Claiming Frequently Asked Questions (FAQ)

ARIZONA DEPARTMENT OF EDUCATION  
HEALTH AND NUTRITION SERVICES

ADE Health and Nutrition Services has provided answers to the questions below to provide clarity about the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) claiming and application process for the months of October 2020-June 2021 for School Food Authorities (SFAs) and Community Organizations (COs). Application guidance specific to mobile meal service, such as bus routes and home delivery, can be found [here](#).

## CLAIMING

ADE hosted a webinar on September 28th for SFAs that reviewed the claiming process outlined in this FAQ. View the [recorded webinar](#) and [webinar slides](#).

### 1) Can SFAs claim all NSLP/SBP meals under the SFSP or SSO? (NEW 10/20/20)

SFAs have the option to retroactively claim NSLP/SBP meals served from September 2020 to December 2020 as SFSP or SSO meals rather than NSLP meals so long as their SFSP CNPWeb application has been approved within the 60-day claiming deadline. Specifically, September meals must be claimed no later than November 30, October meals must be claimed no later than December 30, and November meals must be claimed no later than January 29.

### 2) How can an SFA retroactively claim National School Lunch Program (NSLP) and School Breakfast Program (SBP) meals as SFSP (simplified) or SSO meals instead (follow steps in Q3 if any sites operated Afterschool Care Snack Program or At-Risk)? (NEW 10/20/20)

In CNPWeb, the SFA will need to either create a new revision or delete the NSLP/SBP claim depending on the current status of the NSLP/SBP claim. Then, a new SFSP/SSO claim will need to be submitted with the meal counts from the NSLP/SBP claim, matching meal count records used at the Point of Service. When the claims are processed by ADE, the amount owed from the downward NSLP/SBP claim will be offset by the SFSP/SSO claim. The remaining balance due to the SFA will be paid out.

Follow the steps below to switch NSLP/SBP claims for September to SFSP or SSO claims for September:

**Step 1:** The SFA must first have an approved Program Year (PY) 2020 SFSP application in CNPWeb for SFSP or SSO with site operating dates that cover the periods intended to be claimed (September).

**Step 2:** Complete this step for claims in the following status:

- If pending, the NSLP/SBP claim should be opened and deleted.
- If submitted, the NSLP/SBP claim should be opened and deleted.
- If processed, the SFA must "Create New Revision" for the NSLP/SBP claim for September. This claim will be submitted with zero in the NSLP/SBP fields on the claim.

**Step 3:** After the NSLP/SBP claim has been revised or deleted, the SFA will go to SFSP in CNPWeb, create and submit an original SFSP claim for the same month with the same total meal counts that were previously reported on the NSLP/SBP claim.



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## CLAIMING (continued)

**Step 4:** After the NSLP/SBP claim is revised or deleted and the original SFSP claim is in submitted status, Grants Management will process the claims for payment.

- The NSLP/SBP claim revision will result in a downward adjustment for the claim month which will have to be offset by the SFSP claim for the same month.
- The original SFSP claim submitted will result in an upward adjustment that will be processed for payment. This claim will offset the amount due to ADE from the NSLP/SBP claim. The remaining balance owed to the SFA will be processed for payment.

### 3) How can an SFA retroactively claim National School Lunch Program (NSLP) and School Breakfast Program (SBP) meals as SFSP (simplified) or SSO meals when also operating the Afterschool Care Snack Program (ASCSP) or At-Risk? (NEW 10/20/20)

In CNPWeb, the SFA will need to either edit or create a revision to the NSLP/SBP claim, depending on the current status of the NSLP/SBP claim, reflecting only ASCSP or At-Risk snack/meal counts. Then, a new SFSP/SSO claim will need to be submitted with the meal counts from the NSLP/SBP claim, matching meal count records used at the Point of Service. When the claims are processed by ADE, the amount owed from the downward NSLP/SBP claim will be offset by the SFSP/SSO claim. The remaining balance due to the SFA will be paid out.

Follow the steps below to switch NSLP/SBP claims for September to SFSP or SSO claims for September:

**Step 1:** The SFA must first have an approved Program Year (PY) 2020 SFSP application in CNPWeb for SFSP or SSO with site operating dates that cover the periods intended to be claimed (September).

**Step 2:** Complete this step for claims in the following status:

- If pending, the NSLP/SBP claim should be edited and enter zeros for NSLP and SBP. Ensure fields for ASCSP and At-Risk are complete. Resubmit all NSLP/SBP site claims.
- If submitted, the NSLP/SBP claim should be edited and enter zeros for NSLP and SBP. Ensure fields for ASCSP and At-Risk are complete. Resubmit all NSLP/SBP site claims.
- If processed, the SFA must "Create New Revision" for the NSLP/SBP claim and enter zeros for NSLP and SBP. Enter in the meal counts for ASCSP or At-Risk. Submit all NSLP/SBP site claims.

**Step 3:** After the NSLP/SBP claim has been edited or revised, the SFA will go to SFSP in CNPWeb, create and submit an original SFSP claim for the same month with the same total meal counts that were previously reported on the NSLP/SBP claim.



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## CLAIMING (continued)

**Step 4:** After the NSLP/SBP claim is revised or deleted and the original SFSP claim is in submitted status, Grants Management will process the claims for payment.

- The NSLP/SBP claim revision will result in a downward adjustment for the claim month which will have to be offset by the SFSP claim for the same month.
- The original SFSP claim submitted will result in an upward adjustment that will be processed for payment. This claim will offset the amount due to ADE from the NSLP/SBP claim. The remaining balance owed to the SFA will be processed for payment.

### 4) Can my meals for ASCSP be claimed as SFSP?

The maximum number of meals/snacks that can be claimed under the SFSP are in these combinations:

- One meal
- Two meals (breakfast and lunch or breakfast and supper; cannot be lunch and supper)
- One meal (Breakfast, Lunch, or Supper) and one snack
- Two snacks

If the SFA provided breakfast under the SBP plus lunch and ASCSP snacks under NSLP, all three cannot be claimed under the SFSP. SFSP/SSO claims may include the breakfast and lunch and the claim for the ASCSP snacks would remain as-is (claimed under the NSLP/SBP).

### 5) Can my meals for At-Risk Meals be claimed as SFSP?

No. At-Risk meals must be claimed as such and cannot be claimed under the SFSP.

### 7) Our academic calendar started in August and all sites operated NSLP for the month of August. Our sites then started to operate SFSP in September. We have not yet submitted a claim for NSLP. Can August and September claims be under SFSP?

Yes. Since there are no NSLP claims submitted, the SFA may submit claims for meals served under SFSP/SSO for September provided that a CNPWeb application is approved for the SFSP/SSO at the site which covers the operational dates for September meals.

### 8) Our district has five schools that were approved to operate NSLP/SBP in August, but only two of the five locations were physically open and provided curbside meal service for all students enrolled in the district. I already submitted five site claims under NSLP/SBP for August but now I would like the meals claimed under SFSP/SSO. What should I do? (NEW 9/23/20)

- Option 1: Ensure SFSP/SSO CNPWeb applications for the same five NSLP/SBP schools are created and submitted. This will allow the SFSP/SSO claims to align to the schools approved under NSLP/SBP and match each school's recordkeeping due to meal counts required per student.
- Option 2: If the meal count records are available based on the total meals served at the two sites, then in CNPWeb, create and submit site applications for the two sites that were physically open. In other words, create and submit site applications for each site that had a point of service and total meal counts.



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## CLAIMING (continued)

### 9) What if my NSLP/SBP claim is in submitted or pending status in CNPWeb currently and I wish to change the meals to be claimed under SFSP/SSO?

The SFA should create and submit their SFSP claim(s) before the 60-day claiming deadline, which is 60-days after the last day of the claiming month. For September, the 60-day claiming deadline is November 30th.

Follow the steps provided in Q2 above or Q3 if any sites operated ASCSP or At-Risk. ADE will offset the NSLP/SBP revised claim with the submitted SFSP claim.

### 10) What if my NSLP/SBP claim is in paid status but I want those meals paid under the SFSP/SSO instead?

ADE will offset the NSLP/SBP revised claim with the submitted SFSP claim. Any remaining balance owed to the SFA will be processed for payment to the SFA. Follow the steps provided in question 2 above or question 3 if any sites operated ASCSP or At-Risk

### 11) If we started the year as NSLP and then went to SFSP, how do I submit my claims?

This is dependent on the SFA. SFAs have the option to backdate applications to claim meals served while operating NSLP under SFSP; however, SFAs are required to pay back families for all reduced-priced and paid meals they plan to claim under SFSP. If you do not want to go through the process of reimbursing families, you can submit your NSLP claim for those meals served under NSLP and then will submit a claim for SFSP once free meals began to be served. Note, if you are a CEP or Provision 2 school then there would be no meals to pay back and backdating is much easier.

### 12) Regarding SFSP claims.... the reimbursement for our District was different last month compared to this month. Any info on why... did I miss something?

Reimbursement is calculated based on meals served. If you served a different number of meals from month to month, there will be a variance in reimbursement received. Reimbursement rates are based on information entered on your site and sponsor applications. If you feel you are receiving the incorrect reimbursement amount, connect with your assigned SFSP specialist.

### 13) The last day to submit an October claim is December 30th, correct?

Yes, as long as your applications are approved and claims are submitted by December 30th, you will be able to claim October's operations.

## APPLICATION

### 1) Do I need an approved NSLP CNPWeb application to submit an SFSP claim?

No. You do not need an approved NSLP CNPWeb application to submit an SFSP claim. You only need the appropriate approved SFSP CNPWeb application to submit an SFSP claim.



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## **2) Do I need to change my start and end dates on my NSLP application?**

No you do not need to adjust any of the dates on your NSLP application in order to be able to operate SFSP or claim SFSP meals.

## **3) When can a Program operator start administering SFSP?**

SFSP operation can begin immediately, even if that is prior to application approval. Submission of the Intent to Operate (ITO) is no longer required to begin SFSP operation. The start date on the CNPWeb applications should be the first date of meal service. Please keep in mind the transition of the two fiscal years when completing the FY20 and FY21 applications. Note that in order to have site priority for the month of September, SFA applications must be submitted by September 25th, 2020.

## **4) How do I identify my eligibility?**

When completing the Eligibility section on the CNPWeb application, SFAs should input the information from their School's Free and Reduced Priced Report provided by ADE. Please click on the link and follow the directions to obtain your school's information: <https://www.azed.gov/hns/frp/>

## **5) What start date should be indicated on the FY20 SFSP CNPWeb applications and the FY21 SFSP CNPWeb applications?**

The operating dates for the FY20 SFSP CNPWeb applications must cover the periods intended to be claimed. The start date for the FY21 SFSP CNPWeb applications should be October 1, 2020 if operators plan to continue operation from September into October, or the actual date in October that SFSP operations are planned to begin, if starting at a later date.

## **6) If a Program operator plans to administer the SFSP in September 2020 as well as October-December 2020, does that mean that they are required to submit two sets of Applications and Management Plans (one set for FY20 and one set for FY21)?**

A Program operator that plans to administer the SFSP in September 2020 as well as October-December 2020, no longer has to submit Management Plans for FY20 and FY21. ADE has streamlined the application process which is outlined below:

### **September 2020**

SFAs must submit the FY20 CNPWeb to reflect dates intended to be claimed.

COs are required to submit the FY20 CNPWeb to reflect dates of service between September 1-30, 2020 AND FY20 Budget in CNPWeb.

### **October 1, 2020 - June 30, 2021 (updated 10/23/2020)**

SFAs must complete the FY21 CNPWeb Site and Sponsor Applications

COs will be required to complete the FY21 CNPWeb Site and Sponsor Applications AND FY21 Budget in CNPWeb.



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## APPLICATION (continued)

### **7) I completed my Management Plan(s) for FY20 and/or FY21, what do I do now?**

Thank you for completing this process, we appreciate your diligence! Under ADE's current streamlined application process, program operators are not required to do anything further on the CNP Management Plan for the remainder of the calendar year.

### **8) Can sites serve SFSP/SSO to all students, regardless of the learning format in which they are receiving education?**

Regardless of learning format (i.e., in-person, online, hybrid, and on-site learning, etc.), SFSP may continue to be utilized September-December 2020. The congregate feeding waiver allows sites to provide meals in a non-congregate setting; however, sites are also able to provide meals in a congregate setting if they choose to do so.

### **9) If a Program Operator administered the SFSP earlier this spring/summer but has ended operation at this time, do they need to submit a SFSP CNPWeb application for September 2020? What about for October-December 2020?**

Yes, if a Program operator administered the SFSP earlier this spring/summer but has ended operation at this time, they will need to submit a revision to their FY20 SFSP CNPWeb applications to be able to operate in September 2020. If they plan to operate SFSP from October-December 2020, then they will need to submit a new FY21 SFSP CNPWeb application (note that COs must also complete a new FY21 Budget in CNPWeb).

### **10) If a site operated SFSP earlier this spring/summer but has ended operation at this time, are they required to operate the same program operation election (Simplified/Seamless) as they previously operated this year when they resume operation in September-December 2020?**

If the site resumes SFSP operation in September, then they are required to operate the same program operation election (Seamless/Simplified) as when they resume. The site may make a new program operation election (Simplified/Seamless) for October-December 2020 and switch to the new election beginning October 1, 2020.

### **11) If a Program operator submitted a SFSP application earlier this spring/summer and never actually operated, will they need to submit a new SFSP application?**

Program operators that submitted a SFSP application earlier this spring/summer and never actually operated at that time but plan to operate in September 2020, will need to revise their FY20 SFSP CNPWeb applications to reflect their new operation dates. If they plan to operate in October-December 2020, they will need to submit a new FY21 SFSP CNPWeb application (note that COs must also complete a new FY21 Budget in CNPWeb).

### **12) If a Program operator has not submitted an FY20 SFSP application, will they be eligible to serve the entire month of September, given that they apply and submit all required information?**

Yes. Program operators are eligible to serve and claim meals the entire month of September as long as their FY20 SFSP application is approved prior to the 60-day claim deadline (deadline for September is November 29, 2020).





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## APPLICATION (continued)

### **13) Can US Census data be used to determine if a site qualifies as a closed enrolled site or can only 50% free and reduced-price meal percentage participate as a closed enrolled site?**

Child Nutrition Response #48: Area eligibility flexibility for closed enrolled sites in the SFSP/SSO waives this required for sites operating SFSP from September-June 2021. Thus, any site can participate as a closed enrolled site no matter the free and reduced-price meal percentage.

### **14) Are Program operators required to submit a new non-associated site agreement for the month of September, or are the agreements previously in place sufficient?**

A new non-associated site agreement is not required for the month of September.

### **15) In spring/summer 2020, Program operators were required to submit an "Intent to Operate" in order to start serving SFSP meals. Will Program operators be required to submit anything now in order to be able to start serving and claiming SFSP meals?**

SFSP service may begin immediately. However, Program operators must have the appropriate SFSP CNPWeb application approved by the 60-day claim deadline in order to submit a claim. Please review the ADE provided Application Reference Sheet for further details.

### **16) What does the 'period date' mean in the SFSP application in CNPWeb? Would it be the days in which meals are served?**

Program Period dates refer to the start and end dates of a program. Ex: October 1 - December 31, 2020. Days served refer to days of the week.

### **17) Are Program operators going to have the same NSLP Specialist? Will they be assigned a new SFSP Specialist?**

Assigned NSLP Specialist and SFSP Specialists will remain the same. New SFSP operators will be assigned a specialist.

### **18) Can non-associated NSLP sites participate in SFSP?**

Yes, non-associated NSLP sites may participate in SFSP.

### **19) Can Program operators begin feeding daycares that they had supplied meals to over the summer?**

Program operators should contact their SFSP Specialist directly to determine how to proceed with providing meals to their daycare sites.

### **20) If a Program operator chooses not to transition to SFSP at this time, will they be able to transition to SFSP in October?**

Yes, Program operators may wait to transition until October 2020.



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## APPLICATION (continued)

### **21) If Program operators administer the SFSP from September-December, will they be obligated to administer the SFSP in June and July 2021?**

No, Program operators will not be obligated to operate SFSP June and July 2021 if they choose to operate now through December.

### **22) Is SFSP/SSO only available during unanticipated school closures or can they be administered if school is in session?**

Program operators may administer SFSP while school is in session from September 2020 through June 2021.

### **23) May Program operators administer NSLP at some sites and SFSP at other sites?**

As of September 11, 2020, Program Operators may administer NSLP at some sites and SFSP at other sites. Program Operators should update their applicable CNPWeb applications and strive to maintain record keeping for each program.