



# SFSP FY21 Application Guidance

COVID-19 Communications - Get Informed  
Arizona Department of Education  
Health and Nutrition Services



The following guidance has been designed to assist SFAs/COs in completing the FY21 SFSP Applications in CNPWeb. Our intention is to provide key FY21 Application Facts (page 1) as well as highlight important sections that need to be filled out in CNPWeb (page 2).

## Food Program Permanent Service Agreement (FPPSA)

- Current FPPSAs need to be on file in order for your SFSP Specialist to APPROVE FY21 Applications.
- SFAs may receive a reminder email from ADE if their FPPSA is out-of-date..

## Waivers

- SFAs & COs need to ensure all applicable Waivers are submitted to ADE.
- Key Waiver Surveys to look for:
  - Parent Pickup
  - Area Eligibility
  - Multiple Day Meal Distribution

Not sure if you submitted your Waiver Survey? Check the link to our **"Program Operator Waiver Opt-ins/Approvals"** on our **COVID-19 Guidance Page** under the **Waivers** tab.

## Management Plans

- NO Management Plan is needed for SFAs operating SFSP through June 30, 2021.
- All COs operating SFSP January through June 2021 will be required to submit a Management Plan.

## Sessions

- A session is a distinct period of operation identified in **Section 4 in Site Application** under **Program Period Begin/End Dates**.
- Only **OPEN Sites** document Winter Breaks if service will **NOT** be provided during that period.

**Example: If an OPEN Site is closed for Winter Break from December 18, 2020- January 1, 2021**  
**2 Program Periods need to be entered:**

ProgramPeriod 1 Begin Date:	October 1, 2020
ProgramPeriod 1 End Date:	December 18, 2020
ProgramPeriod 2 Begin Date:	January 4, 2021
ProgramPeriod 2 End Date:	June 30, 2021



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## Site Application

### SUBMITTED Application

4. General Information	
Classification of Site:	Regular School
Is the meal service area indoor or outdoor?	Indoor
Indicate arrangements in case of inclement weather:	
Number of sessions or distinct periods of operation:	1
Program Period 1 Begin Date:	October 1, 2020
Program Period 1 End Date:	December 31, 2020
Program Period 2 Begin Date:	
Program Period 2 End Date:	

If your **SFSP FY21 Applications in CNPWeb** have been **Submitted & APPROVED** through December 2020, **NO Revisions** are necessary until January. You can revise your Applications in CNPWeb prior to January if you plan to operate SFSP in the Calendar Year 2021..

### NEW Application

4. General Information	
Classification of Site:	Regular School
Is the meal service area indoor or outdoor?	Indoor
Indicate arrangements in case of inclement weather:	
Number of sessions or distinct periods of operation:	1
Program Period 1 Begin Date:	October 1, 2020
Program Period 1 End Date:	June 30, 2021

**NEW Applications**  
**Program Period 1 Dates:**  
**Begin Date:** first date of service in FY21 (FY 2021 began on October 1, 2020)  
**End Date:** June 30, 2021 (current end date of Waiver Extensions)

## Sponsor Application

### 6. Meal Counting and Point of Service

Method of Meal Counting:	CheckList: Not Used Tickets: Not Used Computer: In Use Meal Count Sheet: Not Used Other: Not Used
Method of Meal Counting Description:	We will be using our POS system to keep track of our meal counts for both the in cafeteria serving and for curb side pick up that is taking place everyday at our 9 sites.
Explanation for Multiple Methods of Meal Counting:	
Point of Service Description:	Curb side pick-up - Parents or students are picking up 2 meals (1- breakfast, 1-lunch) M-F. We are using our POS system to count those meals. In-cafeteria serving - Students come during our scheduled time to pick up breakfast or lunch. We are using our POS system to count those students

**Section 6 of the Sponsor Application** must include a **detailed explanation of your meal distribution plans**. ALL methods of meal distribution and strategy for making sure that meals are not duplicated must be outlined in this section. ADE understands that that there are various options for serving meals to children (in-person, parent-pick-up, delivery, etc.) during COVID-19, which is why it is imperative that you are as detailed as possible in documenting the meal service.

### 9. Sponsor Revenue

Estimated Operating Revenue from Meal Reimbursements:	\$1
Estimated Administrative Revenue from Meal Reimbursements:	\$0
Available Sponsor Funds Should Costs Exceed Reimbursement:	\$0
Total Sponsor Estimated Revenue:	\$1

### 10. Sponsor Costs

Operating Cost - Food:	\$1
Operating Cost - Direct Labor:	\$0
Operating Cost - Facilities/Utilities:	\$0

**Sections 9 & 10 of the Sponsor Applications** do NOT require **SFAs** to provide Financial information. SFAs only need to enter **\$1** into the circled areas in Sections 9 & 10.

**COs are required to submit budget information into Sections 9 & 10.**