



Arizona Department of Education
Health & Nutrition Services Division

HNS # 02-2021

MEMORANDUM

To: Summer Food Service Program (SFSP) Sponsoring Organizations
National School Lunch Program (NSLP) School Food Authorities (SFAs)

From: Melissa Conner, Associate Superintendent
Kenny Barnes, Co-Director Community Nutrition, Non-Traditional

Date: January 29, 2021

Subject: SFSP Program Year 2021 Application and Program Announcement

Original Signed

The Arizona Department of Education (ADE), Health and Nutrition Services is pleased to announce the upcoming 2021 Summer Food Service Program (SFSP). This memo provides all current SFSP sponsors with the information necessary to meet the application and training requirements for the 2021 Program Year (PY21). The following topics are discussed in this memo:

- Training requirements, both mandatory and optional;
- How to utilize USDA Foods in the SFSP;
- E-Memoranda; and
- Important program reminders and updates.

Training Requirements

Although Community Organizations (COs) and School Food Authorities (SFAs) are currently participating in the SFSP for Fiscal Year 2021, ADE is making training available for existing COs and SFAs. There are several resources available on the Health & Nutrition Services website that can aid sponsors in the daily operation of their program. These training opportunities are for existing COs and SFAs operating the SFSP. Please note that ADE is not accepting new COs or SFAs who have never successfully operated a Child Nutrition Program or the SFSP.

This institution is an equal opportunity provider.

Equity for all students to achieve their full potential

- **March 10, 2021- Summer Food Service Program Virtual Town Hall for Schools and Community Organizations**: This training is required for all COs currently participating and returning to the SFSP. ADE is requiring all COs to attend this virtual town hall even though the SFSP has been operating since March 2020. The virtual town hall is optional for SFAs, but highly encouraged. This will not be a typical training, as this town hall will allow participants to discuss operating SFSP during a pandemic, both the rewarding and challenging experiences. Guidance will focus on program operations as well as addressing the possibilities of whether current waivers expire or what it could look like if waivers are extended.

Please register for the **2021 Summer Food Service Program– Virtual Town Hall**

at <https://ems.azed.gov//home/SearchResults?SearchString=SFSPVirtualTownHall>. Please join the session within 15 minutes of the start time (2:00 pm).

Annual Application Deadline, Process, and Requirements

Information regarding applying for traditional SFSP effective July 1, 2021 will be announced at a later date.

How to Utilize USDA Foods Program in the SFSP

There will be additional information for SFAs and COs wishing to participate in the USDA Foods Program at a later date. Any questions regarding the USDA Foods Program can be directed to the USDA Foods Inbox at: USDAFoods@azed.gov.

E-Memorandum

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

<https://www.azed.gov/hns/memos>. SFSP sponsors are responsible for all information provided in SFSP Child Nutrition (CN) memos; hard copies will not be mailed directly to the sponsor. Please visit the website regularly to review the most current information related to the SFSP.

Important Program Reminders and Updates

- **Program Resources**

Sponsors may easily access additional items such as application instructions, memos and guidance manuals at: <http://www.azed.gov/hns/sfsp/>. Sponsors may also access any information regarding COVID-19 operations at: <https://www.azed.gov/hns/covid19>.

- **Non-Associated Site Agreements**

Sponsors who administer the SFSP at non-associated sites (sites owned by an entity other than the sponsor), 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 sponsor representative. A sample agreement is located at: <http://www.azed.gov/hns/sfsp/sfspforms/>. Sponsors 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.

Equity for all students to achieve their full potential

www.azed.gov – (602) 542-8700 – 1535 West Jefferson Street • Phoenix, Arizona 85007 Bin # 7

- **Advance Requests**

Information regarding advances will be forthcoming.

- **Serious Deficiency**

Unapproved SFSP operators that currently have unresolved serious deficiencies or have outstanding fiscal action are not “in good standing” and will not be approved for SFSP participation. Repayment of assessed fiscal action is a corrective action and a program review cannot be closed until payment has been received in full by ADE. Outstanding corrective action and unpaid fiscal action will result in a seriously deficient determination. Seriously deficient sponsors (in any Child Nutrition Program) are not eligible to participate in the SFSP. If a sponsor is declared seriously deficient while operating the SFSP, the seriously deficient sponsor 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 the Community Nutrition Programs. Returning sponsors 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, audiotope, 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: [How to File a Complaint](#), 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: *(202) 690-7442; or*
3. email: *program.intake@usda.gov.*

This institution is an equal opportunity provider.