



**Arizona Department of Education**  
Health & Nutrition Services Division

**HNS # 11-2021**

**MEMORANDUM**

**To:** School Food Authorities and Community Organizations

**From:** Melissa Conner, Associate Superintendent

*Original Signed*

**Date:** April 26, 2021

**Subject:** Serving Meals During Summer Months in 2021

The United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) has extended waiver availability to support meal service operations through the summer months. The purpose of this memorandum is to announce which waivers the Arizona Department of Education (ADE) opted into for summer operations and describe the application requirements to be approved for operation of the Summer Food Service Program (SFSP), the Seamless Summer Option (SSO), or an extension of the National School Lunch Program (NSLP) for the period of time when school is not in session (when school year (SY) 2020-2021 has ended and SY 2021-2022 has not yet started).

As a reminder, the At-Risk Afterschool Meals component of Child and Adult Care Food Program (CACFP) may only be operated during the academic school year. At-Risk Afterschool Meals may not be operated when school is no longer in session; therefore, at-risk afterschool meals and snacks are not allowable during the summer months while traditionally operating SFSP/SSO. Further, USDA guidance [CACFP 08-2012: The At-Risk Afterschool Meals Component of the Child and Adult Care Food Program, Questions and Answers](#) states that at-risk afterschool meals and snacks may not be reimbursed during summer break. During SY 2020-2021, School Food Authorities (SFAs) were approved to operate SFSP/SSO simultaneously with At-Risk Afterschool Meals due to the release of the nationwide waiver to allow SFSP/SSO operations instead of NSLP during the academic school year.

This memorandum pertains specifically to summer meals when school is not in session. ADE will release additional memorandum to respond to the USDA waiver extensions for SY 2021-2022 and provide application guidance for serving meals during the academic school year.

**USDA Waivers for Summer Operations**

ADE has opted into all waivers FNS has issued specifically for summer meal program operations in 2021, effective through September 30, 2021.

- [Nationwide Waiver to Allow Meal Pattern Flexibilities for Summer 2021 Operations](#)
- [Nationwide Waiver to Allow Non-Congregate Feeding for Summer 2021 Operations](#)
- [Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children for Summer 2021 Operations](#)
- [Nationwide Waiver to Extend Area Eligibility Waivers for Summer 2021 Operations](#)
- [Nationwide Waiver of Meal Service Time Restrictions for Summer 2021 Operations](#)
- [Nationwide Waiver to Allow Offer Versus Serve Flexibilities in the Summer Food Service Program for Summer 2021 Operations](#)
- [Nationwide Waiver to Allow Area Eligibility for Closed Enrolled Sites for Summer 2021 Operations](#)
- [Nationwide Waiver to Waive First Week Site Visits in the Summer Food Service Program for Summer 2021 Operations](#)

USDA did not extend the Nationwide Waiver to Allow Meal Pattern Flexibilities for the SFSP and it will expire on June 30, 2021. All operators of SFSP must meet the regular SFSP meal pattern requirements effective July 1, 2021. FNS did extend an NSLP meal pattern waiver for summer 2021, and this flexibility will also continue to apply to SSO operations for summer 2021. Meal pattern submissions (through June 30, 2021 for SFSP and through September 30, 2021 for NSLP/SSO) will continue to be submitted to ADE through the Survey Monkey link for case-by-case scenarios.

Elections and approvals under the initial SFSP/SSO waivers for Parent Pickup, Distribution Plan for Multiple Days and Area Eligibility Waiver (starting March 2020) are valid under this SFSP/SSO extension (through September 30, 2021); no further action is needed. To confirm previous waiver approval, review the compiled list of approved operators/waivers on the [HNS COVID-19: Guidance to Child Nutrition Operators webpage](#) under the accordion, *Waivers*.

## **SFSP/SSO Application Details**

### **Entities currently operating SFSP/SSO in Fiscal Year (FY) 2020-2021**

Current operators of the SFSP and SSO already have CNPWeb applications approved for meal service through the last day of school or through June 30, 2021. Such operators electing to operate SFSP/SSO when school is no longer in session must submit a revision of their existing FY21 CNPWeb application to provide the new operation dates and any operational changes. The CNPWeb application must be submitted prior to the first operating day of summer meal service when school is no longer in session and may be submitted at any time with the release of this memorandum. The guidance below provides details for SFAs and Community Organizations (COs) when revising CNPWeb applications for the summer months.

#### **Sponsor Application**

##### Section 5: General Information

Summer Food Service Program Type (Simplified or Seamless): The Summer Food Service type currently approved and established in CNPWeb for current operations must remain the same.

##### Section 6: Meal Counting and Point of Service

The descriptions in this section must be revised to reflect summer meal service plans, including plans for serving learners participating in learning recovery programming and summer school, along with plans for serving the community.

## **Site Application**

### Section 4: General Information

Program Period Dates: The Program Date must be updated using the vacant period fields. If all Periods have been used in previously application versions, only update the ‘*Program Period 4 End Date*’ to the last day of meal service operation when school is not in session.

For SFAs, the beginning and end date of meal service operation should align with the academic calendar dates when school is not in session.

For COs operating at non-school sites, the end date for SFSP meal service must be no later than the start of the academic school year.

Weekly Days of Operation: Check off each day of the week when meals will be distributed or available to the public at the site. This information will be used to populate the SFSP meal service location maps.

Total Operating Days: Enter the total number of days that meals will be provided for between October 1, 2020 to the last day of meal service when school is not in session.

### Section 5: Eligibility

Indicate if meal service during the summer months will be open to all or if the site will operate as closed-enrolled.

### Section 6: Meal Participation

Select ‘*Participating*’ for each meal service type that will be operated and enter the times meals will be served. This information will populate the SFSP meal service location maps and should reflect the hours when meals are available to the public. Operators who plan to change meal service types (i.e., breakfast and lunch to lunch and snack) will need to contact your Summer Food Service Programs Specialist for guidance on application submission and approval.

## **Management Plans and Budgets**

Management plans and budgets are only required for COs. Those who are currently operating should update the management plan and budget to reflect the additional months of operation.

## **Entities who have not operated SFSP/SSO in Fiscal Year (FY) 2021**

SFAs that did not operate SSO/SFSP during SY 2020-2021 and are electing to operate SFSP/SSO when school is no longer in session must submit a FY21 CNPWeb application. The CNPWeb applications must be approved by ADE *before* meal service begins. The deadline to submit SFSP/SSO applications is May 31, 2021. SFAs must submit waiver requests to match their planned operations.

Experienced COs who have not operated the SFSP and would like to participate in FY21 must submit a management plan and budget, and FY21 CNPWeb applications, as well as meet the annual training requirements described below. All COs participating in SFSP for the summer months must also submit applicable waiver requests to match their planned operations. These applications must be submitted by May 31, 2021 and approved prior to the beginning of meal service.

### **Sites that did not operate in FY21**

Any sites that did not operate SFSP/SSO at any time during this FY will need to be added via an add/change/delete form. Site applications must be submitted and approved in CNPWeb prior to meal service operation at the site. The non-associated site agreement must also be submitted, as applicable.

### **Annual Training Requirement for Community Organizations**

Annual training requirements for COs were met through attendance at the SFSP Virtual Town Hall on March 10, 2021. COs who did not attend the Virtual Town Hall must complete the four online courses of the *SFSP Basics* prior to application approval to fulfill annual training requirements. Trainings can be accessed at <https://www.azed.gov/hns/sfsptraining>.

### **NSLP Application Details**

SFAs may choose to operate NSLP and claim reimbursement for meals served (lunches under NSLP and breakfasts under the School Breakfast Program) during the summer months to children enrolled in *summer school*, which USDA defines as an integral part of the curriculum or an extension of the local educational program. The SFA also has the option to operate the Afterschool Care Snack Program (ASCSP) through NSLP to provide snacks served in afterschool care programs operated for children on days attending the summer school. (*Afterschool Snacks, Questions and Answers, Edition 3 in response to SP 99-4 CACFP 99-4: Reimbursement for Snacks in After School Care Programs*).

SFAs who wish to operate NSLP to provide meals during summer school, please contact your School Nutrition Programs Specialist to confirm eligibility and discuss application requirements.

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3. *email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

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