



HNS # 04-2022 (v.2)

MEMORANDUM

To: School Food Authorities and Community Organizations

From: Melissa Conner, Associate Superintendent

Date: May 19, 2022

Subject: Serving Meals During Summer Months in 2022 – Revised

Original Signed

The purpose of this memorandum is to outline The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) requirements and the application process 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) and participation in The United States Department of Agriculture (USDA) Foods in School program. This memorandum will also provide information about training, clarify which Public Health Emergency (PHE) waivers will apply during summer operations, and include a series of frequently asked questions with answers. This revision expands the frequently asked questions [Attachment A] to include guidance on summer school, determining area eligibility, waivers, training requirements, application information, non-associated sites, reviews, and USDA Foods in Schools program and entitlement. This memorandum is written based on current USDA guidance; if any new guidance or clarifications are received after this memo is distributed, HNS will release an additional revision.

USDA Waivers for Summer Operations

The following Public Health Emergency (PHE) waivers were established to support access to nutritious meals while minimizing potential exposure to the novel coronavirus (COVID-19) in School Year 2021-22 (SY 2021-22). The six waivers below remain in effect through June 30, 2022, for the SSO operations. Initial elections and approvals under these waivers at the start of SY 2021-22 are valid under the SSO operations through June 30, 2022; no further action is needed. School Food Authorities (SFAs) electing to utilize these flexibilities must ensure the CNPWeb SY 2021-22 NSLP Sponsor Application reflects the intended waiver opt-in status.

- [COVID-19: Child Nutrition Response #86: Nationwide Waiver to Allow Summer Food Service Program Reimbursement Rates](#); SSO meals and snacks will be reimbursed at the SFSP reimbursement rates.
- [COVID-19: Child Nutrition Response #87: Nationwide Waiver to Allow Non-Congregate Meal Service](#); meals may be served in non-group settings to support social distancing.

- [COVID-19: Child Nutrition Response #88: Nationwide Waiver of Meal Times Requirements](#); meals may be served to kids outside traditional times to maximize flexibility for meal access.
- [COVID-19: Child Nutrition Response #89: Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children](#); parents/guardians may pick up meals on behalf of eligible children.
- [COVID-19: Child Nutrition Response #90: Nationwide Waiver to Allow Specific School Meal Pattern Flexibility](#); flexibility to serve meals that do not meet specific meal pattern requirements.
- [COVID-19: Child Nutrition Response #92: Nationwide Waiver to Allow Offer Versus Serve Flexibility for Senior High Schools](#); flexibility to not operate offer versus serve for grades 9-12.

The [COVID-19: Child Nutrition Response #85: Nationwide Waiver to Allow the Seamless Summer Option](#), which permits any school, regardless of its location or the type of SSO, is only applicable during the regular school year, and will come to an end at the conclusion of the academic school year. This means sites participating in the SSO after the academic school year must meet area eligibility requirements or be approved as a closed enrolled site with documentation that supports eligibility. For assistance in determining sites' area eligibility or guidance on how to participate as a closed enrolled site, please contact HNS; HNS remains ready to provide operators with technical assistance pertaining to the submission of the CNPWeb application.

Annual Application Requirements

The following section provides the annual application requirements for SFAs applying to operate the SSO, SFAs and Community Organizations (COs) applying to operate the SFSP, and participation in the USDA Foods in Schools program. SFAs and new or returning COs applying to be a sponsor of SFSP must have all application requirements submitted to HNS by May 30, 2022. All application requirements must be submitted and approved by HNS before meal service begins. Please note that any applications received after May 30, 2022, will not be considered for SFSP sponsorship but may be considered as an SFSP site.

HNS has created two checklists for returning operators applying for the [SFSP](#) or [SSO](#). These checklists provide a concise list of the application-related action items and requirements as well as links to forms and resources available.

SSO

SFAs electing to operate the SSO must submit a Program Year 2022 (PY 2022) SSO application in CNPWeb which is reflective of summer meal service operations including details and dates when school is no longer in session. SFAs with existing PY 2022 SSO applications must submit a revised application prior to the first operating day of summer meal service when school is no longer in session. Application revisions may be submitted as of the date of this memorandum.

SFAs applying for the SSO do not have a training requirement but are highly encouraged to review the trainings available and attend the monthly webinar series, *Staying on Track*, offered by HNS.

SFAs operating the SSO may use the remaining USDA Foods in Schools entitlement provided for NSLP in SY 2021-22 for their summer meal operations. Additionally, SFAs operating the SSO in July will have access to their entitlement for NSLP in SY 2022-23, including additional entitlement for the USDA

Department of Defense Fresh Fruit and Vegetable Program (USDA DoD Fresh), starting July 1 for use in July SSO operations. SFAs will indicate “Yes” to participate in USDA Foods in Schools program within Section 5 the Sponsor application to ensure access to entitlement starting July 1, 2022. If SFAs need to add a new delivery site for the SSO operations, SFAs will complete the “Delivery Sites” section of [myFOODS/FFAVORS Delivery and Contact Form](#) and email to ContactHNS@azed.gov. SFAs may update any contact changes directly within the myFOODS system.

SFSP

Prospective COs applying to operate for the first time must complete the pre-approval process and enter into an agreement with ADE. The first step in this process is completing the [SFSP Prospective Entity Form](#) located on the [Summer Meal Service](#) website. Additionally, the [Orientation to Summer Meals](#) training must be completed and the training certificate must be uploaded into the Management Plan.

Returning SFAs and COs must submit PY 2022 SFSP applications in CNPWeb and a Management Plan in CNP Management Plans and Budgets; COs are required to submit a budget. Both COs and SFAs are required to complete the [Civil Rights training](#) and will upload the training certificate into the Management Plan.

SFAs and COs approved to operate the SFSP will be provided entitlement to order fresh produce through USDA DoD Fresh. To use this entitlement, SFAs and COs will indicate “Yes” to participate in the USDA Foods Program within Section 5 of the Sponsor application. Additionally, SFAs and COs will complete and upload the [myFOODS/FFAVORS Delivery and Contact Form](#) in the Management Plan after confirming contacts and delivery sites within the myFOODS system for SFSP operations. SFAs and COs will use the “Delivery Sites” section of this form to add any new sites for SFSP operations.

NSLP

SFAs may choose to operate NSLP and claim reimbursement for meals (lunches under NSLP and breakfasts under the School Breakfast Program) served 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 assigned HNS specialist to confirm eligibility and discuss application requirements.

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.

Adding New Sites for Summer Operations

Sponsors who participated in SFSP in PY 2021 will retain access to CNP systems including

CNPWeb and CNP Management Plans and Budgets. All sites that were in operation in PY 2021 will roll over to PY 2022. New site approval begins with the submission of an [Add/Change/Delete form](#), a copy of the site eligibility documentation, and [Pre-Operational Site Visit form](#). These documents must be submitted to ContactHNS@azed.gov. Once all required documentation is submitted and confirmed, the new site may begin summer operation.

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 a copy of a signed [Non-Associated Site Agreement](#) to ContactHNS@azed.gov. The Non-Associated Site Agreement is an agreement between the legal operator of the non-associated site and the sponsor representative.

Required Training

As noted within the Annual Application Requirements section of this memorandum, annual training is required for *new* COs who intend to operate as SFSP sponsors for summer 2022. HNS has developed training resources for all operators of summer meal programs. HNS encourages all operators to review the online trainings, and to register in ADE's [Event Management System \(EMS\)](#) for the webinars offered this summer. The summer training series and webinars were created to guide operators through the application process. Please reference the Summer Meal Service webpage under the 'Training' resource for operators for a complete list of available trainings for the summer meal programs.

The following series of How-To Guides and Quick Guides are available for COs and SFAs to provide step by step instructions to navigate through completing the online application and online claim.

- [How to Submit Site and Sponsor Applications in CNPWeb: Summer Food Service Program](#)
- [How to Submit Site and Sponsor Applications in CNPWeb: Seamless Summer Option](#)
- [How to Submit a Claim in CNPWeb](#)
- [Quick Guide: How to Access and Complete the Management Plan and Budget for SFSP](#)
- [Quick Guide: How to Determine and Document Site Eligibility for Summer Meal Service](#)

SFAs may register for the monthly *Staying on Track* (SOT) webinar series that is intended to ensure vital information is highlighted and provide an open opportunity for HNS to give detailed training on key areas. Each month, the webinar will review important emails released through HNS Communications, outline current events, and review regulatory deadlines. HNS is hosting a special May SOT for all operators and it will be focused on applications for the summer meal programs.

Questions and Answers

New Questions are preceded by three asterisks (***)

Determining Area Eligibility

1) **Edited* What are the eligibility requirements for the different site types: open, open-restricted and closed enrolled?**

SFAs and Community Organizations that are approved to operate SSO or SFSP may serve meals free of charge to all children 18 years and under. The types of sites are allowed to participate based on the eligibility described below:

- Open sites: all children eat free in communities where at least 50% of the children are eligible for free/reduced price school meals.
- Restricted open sites all children eat free in communities where at least 50% of the children are eligible for free/reduced price school meals. Attendance is limited for safety, control, or security reasons.
- Closed enrolled sites: sites within the community where only the enrolled group of low-income children eat free. The site must either be area eligible or at least 50% of the children enrolled must be considered to be low-income. Sponsors are required to keep enrollment records and participant eligibility documentation each month to verify that at least 50% of the children are eligible.

2) **Edited* What school data may be used to qualify sites for this summer?**

USDA has released SP 10-2022, CACFP 08-2022, SFSP 04-2022: [Area Eligibility for Summer 2022 and School Year 2022-2023](#).

Sites using school data to determine site eligibility may use the Free and Reduced-Price Percentage Report dated SY 2019-20. Area eligibility determinations made using SY 2019-20 will be valid through the next two program years (through summer 2024).

Typically, new sites must use the most current available data to determine site eligibility. However, due to the impacts of COVID-19 on the collection of free and reduced-price eligibility information, data for the most recent school year may be incomplete. New sites using school data to determine site eligibility may use the SY 2019-20 Free and Reduced-Price Percentage Report or census data (refer to question #3).

Additionally, USDA is extending the policy that allows CEP schools to use school level ISP multiplied by the factor (1.6) to determine area eligibility to all schools that operated SSO during SY 2021-2022. If the resulting percentage of the school level ISP multiplied by the factor (1.6) is at least 50, meal sites within the school's attendance area are area eligible.

Sites may use the [School and CEP Data Area Eligibility Tool](#) posted on the HNS summer webpage to determine a school's free and reduced-price percentage and/or the school level ISP multiplied by the factor (1.6) to determine area eligibility.

3) *****Can a site applying for closed-enrolled (SSO or SFSP) operation use census data to qualify for participation?**

Yes, the site may use any of the following to qualify: School data, participant income application data, or census data. If census data or school data does not support area eligibility, closed-enrolled sites may collect income applications for the enrolled students and are considered eligible if 50% or more of the enrolled students are free or reduced eligible. Entities may use the [CACFP and SFSP Area Eligibility Mapper](#). Operators needing detailed instructions should review the [Quick Guide: How to Determine and Document Site Eligibility for Summer Meal Service](#).

4) *****Can a high school only district use area eligibility information from an area elementary school?**

Area eligibility may be established for a site that does not have at least 50 percent of the children enrolled at the site are eligible for free or reduced-price meals under the NSLP or SBP if the site's physical address is located within an official school-boundary of another site that is 50% free or reduced price eligible. Sites using this method to support area eligibility would obtain an official school-boundary identifying map, match the site's addresses to the map's boundaries, and retain the map as documentation. Entities may use the [Hometown Locator](#). Operators needing detailed instructions should review the [Quick Guide: How to Determine and Document Site Eligibility for Summer Meal Service](#).

5) ******Edited* Are sites that were eligible and approved to operate the summer meal programs prior to 2022 still eligible?**

Sites that have previously been determined area eligible based on school data or census data are effective for five years; SY 2017-18, SY 2018-19 or SY 2019-20 approvals are applicable and do not need to redetermine eligibility.

Waivers

6) **Clarify which nationwide waivers that were released for 2021-22 school year will be allowed through June 30, 2022.**

The following Public Health Emergency (PHE) waivers were established to support access to nutritious meals while minimizing potential exposure to the novel coronavirus (COVID-19) in school year 2021-22. The waivers below will remain in effect for operators approved to operate the Seamless Summer Option through June 30, 2022.

- #86 Nationwide Waiver to Allow Summer Food Service Program Reimbursement Rates in School Year 2021-22
- #87 Nationwide Waiver to Allow Non-Congregate Meal Service for School Year 2021-22
- #88 Nationwide Waiver of Meal Times Requirements for School Year 2021-22
- #89 Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children for School Year 2021-22

- #90 Nationwide Waiver to Allow Specific School Meal Pattern Flexibility for School Year 2021-22
- #92 Nationwide Waiver to Allow Offer Versus Serve Flexibility for Senior High Schools in School Year 2021-22

7) *****If sites operate SSO for summer, will meals submitted for reimbursement receive the higher SFSP reimbursement rate with waiver #86 through June 30, 2022?**

Yes. SSO meals submitted for reimbursement will be reimbursed at the rate described in waiver #86.

8) *****Is there a waiver to support operators not meeting the meal pattern due to supply chain issues during summer operations?**

Sites approved to operate SSO may utilize the meal pattern flexibilities in waiver #90 through June 30. There is currently no waiver that allows flexibilities to the meal pattern for site operating SFSP.

9) *****Do all waivers end the last day of our academic school year?**

Waiver #85 (the allowability to operate SSO for the school year) expires at the end of the academic school year. The other waivers expire June 30, 2022.

10) *****If the SFA extends NSLP to operate summer school programs, will the SFA receive the reimbursement rate that was granted in COVID waiver #86?**

No, SFAs that are approved to operate NSLP for summer school will claim meals through NSLP and yield the NSLP reimbursement rate. However, summer school programs combined with an open site for summer meals, would receive the reimbursement rate detailed in Waiver #86 if the site meets eligibility criteria for the SSO.

11) **What was provided or where was information provided explaining that we cannot apply the area eligibility waiver through June 30? Where is the clarification from USDA that says the area eligibility waiver is only for the school year?**

There was not an explicit “area eligibility waiver”. However, [COVID-19: Child Nutrition Response #85: Nationwide Waiver to Allow the Seamless Summer Option](#) permitted the National School Lunch Program Seamless Summer Option (SSO) to be operated when school is open during the regular *school year*. Therefore, once the school year is over, the waiver expires or is no longer applicable. This was further clarified by USDA in the [Transitioning to Normal Child Nutrition Operations](#) webinar hosted on April 18, 2022.

12) *****Edited What are the individual waiver requests that ADE submitted for summer operations? How are these waivers different than the nationwide waivers released during the pandemic?**

Annually, HNS requests specific regulations to be waived during summer meal programs. For summer 2022, the following four waivers have been approved for SFSP operations. Waivers for

Applications for Closed Enrolled Sites requirement, Mealtime restrictions, and non-congregate heat demonstration apply to the SSO operations in addition to SFSP operations.

ADE has the ability to approve entities electing to operate under these waivers based on content in the CNPWeb site application.

- Meal Service Time Restrictions requirements under 7 CFR 225.16(c)(1) and (c)(2)
- Offer Versus Serve requirement at 42 U.S.C.1761(f)(7) and 7 CFR 225.16(f)(1)(ii)
- Applications for Closed Enrolled Sites requirement at 42 U.S.C. 1761(a)(1)(A)(i)(III) and 7 CFR 225.15(f)

ADE has the ability to approve entities electing to operate under this waiver based on content in the CNP Management Plan for SFSP.

- First Week Site Visits requirement at 7 CFR 225.15(d)(2)

SFSP entities electing to operate this waiver will notify the state agency through the Management Plan. Entities operating SSO will be required to complete a web-based form that will be available on the [HNS summer webpage](#).

- *(Pending USDA approval)* Non-congregate meal service for outdoor summer meal sites experiencing excessive heat, Section 12(l) of the Richard B. Russell National School Lunch Act (NSLA), 42 U.S.C. 1760(l)

13) *Does ADE intend to submit individual state waivers if summer operations are limited by the COVID-19 pandemic?**

Yes. Upon approval, HNS will issue guidance to the field and when program operators are eligible to operating under such flexibilities.

Application Fields and Deadlines

14) *Can an SFA operate SSO through June 30 and then switch to SFSP starting July 1? If yes, should they submit their management plan prior to the May 30th deadline?**

Yes, an SFA can operate SSO through June 30 and then be approved to operate SFSP starting July 1. Any SFA wanting to operate SFSP will need to submit their application and Management plan by May 30th. Any management plans not submitted by May 30th will not be considered for sponsorship in Summer 2022.

15) *Can a site provide a meal service at different times on different days? For example, 11a – 1p Monday and Friday, 10:30a – 11:45a on Tuesday, and 12:30p – 2p on Wednesday and Thursday?**

The CNPWeb system cannot accommodate approving the same meal service at different times on different days.

16) *Do we still do the application in CNPWeb for SSO summer operation?**

Yes. CNPWeb applications are required to be revised to reflect the SSO program dates and operational details of the summer operations that occur after the academic school year. SFAs will update each site application and enter a new program period date range reflecting the operating dates from the last day through the last day of summer operations.

17) *Can we just extend our dates in CNPWeb or is it a separate application?**

SFAs planning on operating SSO for summer meal service must enter a new program period beginning and end date that reflects the start and end of the summer operation. The SFA should edit any other fields on the site application so that the operational details reflect the summer operation.

18) *Internet explorer will not be available soon is ADE common logon platform moving to another browser?**

Microsoft Edge has a feature called, "Reload in Internet Explorer Mode" which allows customers to use Edge, turn it into IE Mode and access CNPWeb successfully. HNS will issue guidance and instruction soon.

19) *Can an SFA operate SFSP once the academic school year ends (prior to July 1)?**

Yes, the SFA may operate SFSP once the academic school year ends, only at area eligible sites. SFAs cannot switch programs mid-month. SFAs must wait until the new month begins to switch to SFSP. For example, if a school was operating SSO and the school year ends May 22, the school must wait until June 1 to begin SFSP operation. Beginning SFSP operation on May 23 would not be an option.

20) *The site application has been approved for SSO through May 20, the last day of the 2021-22 school year. The site plans to operate SFSP starting May 23. How should the SFA submit the SFSP application to change from SSO to SFSP operations mid-month?**

CNPWeb cannot accommodate a claim that includes meals claimed for SSO and SFSP in the same month. The site in this scenario may provide summer meals by operating SSO through end of May and then start operating SFSP no sooner than June 1.

SFAs will submit a revised CNPWeb application with a new program period from May 19 – the last operating day of May, reflecting SSO. The claim for May will include SSO meals served during the school year and the summer operation. Starting June 1, the SFA will submit a revised site application with a new program period reflecting the first day of June operations through the end of summer operations. For example, if a school was operating SSO and the school year ends May 22, SFAs wanting to operate SFSP will have to complete a management plan. The management plan must be submitted by May 30 to be considered for sponsorship. The SFA may submit the application at any time and indicate the dates that SFSP operation will commence.

SFAs can submit a new Sponsor Application (to switch from SSO to SFSP) any time, but the new Sponsor Application cannot be approved by the HNS specialist until June 1 or later. Please note SFAs operating SFSP will have to submit a management plan prior to submitting a CNPWeb application.

21) *Can sites be added after May 30, 2022?**

Yes, sites any time throughout the summer for both SSO or SFSP.

Adding Sites

22) *When adding a non-legal site operating SSO, which agreement is required: Inter-agency Agreement or a Non-Associated Site Agreement?**

SFAs should use the Non-Associated Site Agreement when adding non-legal sites for SSO operations. If the SFA already has an approved Inter-agency Agreement with the non-legal site for the 2021-22 program year, and the IAA includes SSO, the SFA does not need to complete a Non-Associated Site Agreement when requesting the site to be added in CNPWeb for SSO.

23) *Does the Sponsor representative on the Non-Associated Site Agreement have to be someone listed on the permanent agreement?**

Yes, the signer of the Non-Associated Site Agreement should be an authorized signer.

24) *Can an SFAs sponsor non-associated sites if operating SSO?**

Yes, an SFA may sponsor a non-associated site as an SSO sponsor for summer meal service as long as the site must be area eligible.

25) *What documentation is submitted to ADE when adding a new site for SSO or SFSP?**

For a site to appear in CNPWeb, the organization must submit an Add/Change/Delete form, Pre-Operational Site Visit Worksheet, and documentation to support area eligibility. All forms can be accessed by clicking the [Program Forms](#) button on the HNS summer webpage.

Summer School

26) **Edited* With the Governor's push for robust summer school, many districts are running summer school in sites that are not normally eligible to operate the summer meal programs. What options are available to provide meals at these sites if the area eligibility waiver cannot be applied to June?**

Sites that are operating a summer school have the option of extending NSLP and claim reimbursement for meals (lunches under NSLP and breakfasts under the School Breakfast Program) served during the summer months to children enrolled in summer school. The site does not need to meet area eligibility operating under NSLP program regulations and will claim based on the eligibility documentation for each enrolled student.

27) *What is the difference between extending the academic school year and offering summer school that counts towards graduation?**

Extending the school year would mean the end date of the current school year has been extended for an additional period of time, with all students being required to attend. This documentation would need to be provided to the specialist prior to approval. Summer school is an additional session, for select students who need academic credits for graduation or promotion to the next grade.

28) **Edited* In the event that a summer school site is not area eligible for SSO or SFSP, can the school provide meals to the students at no cost to the student?**

Sites operating both a summer school program and the National School Lunch Program (NSLP) will serve and claim meals following NSLP program regulations which includes counting and claiming the meals served based on the student's eligibility. Students certified as free will receive meals at no cost. The costs of meals served to students who are eligible for a reduced-price or full-price meal would need to be covered by the student/family or through other district funding, where permitted by the funding source.

ESSER III funds available through the American Rescue Plan (ARP) provides Federal resources to States, Tribal governments, and local partners with the intent of funds being used in the response and recovery from COVID-19. School Food Authorities (SFAs) are encouraged to work within their districts on opportunities with ARP ESSER funding that may be used to support Child Nutrition Programs (CNP).

29) If the state is giving funding for summer school, could that include money for feeding kids at sites that do not qualify?

Should a school want to provide meals at a site that does not qualify for summer meal operations, they may do so and cover the cost with other funding, where permitted by the funding source. For example, ESSER funds may be used to cover costs of meals at sites that do not qualify for summer meal operations. SFAs are encouraged to connect with those responsible for ESSER funding decisions at the local and state level.

30) **Edited* If a site does not qualify to serve all meals free this summer and is not operating a program that meets the definition of summer school, what are other scenarios/options the school can do to feed the children?**

The program may apply for either SSO or SFSP and operate as a closed enrolled. Sites operating closed enrolled will make meals available to only the enrolled group of children attending the site, as opposed to the community at large. Closed enrolled sites must support area eligibility by attendance area or may be located outside of an eligible attendance area, but then at least 50% of the children enrolled must be considered to be low-income. When the site is not area eligible, sponsors are required to keep enrollment records and participant eligibility documentation each month to verify that at least 50% of the children are eligible.

31) *If an SFA is offering a summer school and does not want to open the campus to the community, can the SFA operate SSO closed-enrolled or restricted open sites?**

No, summer school is not an allowable reason to operate as a closed-enrolled or restricted open site. Per USDA memorandum, [SP 09-2017: 2017 Edition of Questions and Answers for the National School Lunch Program's Seamless Summer Option](#), summer school is ineligible to operate as a closed-enrolled for SSO. Restricted open sites may limit attendance for reasons such as security, safety, or control. The site is still considered open, and the site will serve on a first-come, first served basis.

32) *Can a site that is area eligible be open while offering a summer school?**

Yes, an area eligible school can operate SSO or SFSP as an open site to reach the community while the school site location also has an enrolled group of students on the campus for summer school. Like the children in the community who come to the open site, the students in the summer school would also be able to obtain meals from the SSO/SFSP meals service taking place at the site.

33) *If a program is referred to as summer school, but it is actually enrichment with no credit received, does the program have to offer meals to those students as a closed-enrolled site?**

No, the program may apply for either SSO or SFSP and operate as an open site if the site is area eligible. The students attending the enrichment program can be served meals at this site in the same way the site serves the community.

34) *Do meals have to be served on campus when operating NSLP for a summer school program or could a sack lunch be given to students to take home?**

Regardless of the time of the year when NSLP is operated, all NSLP regulations must be adhered to, including the requirement for congregate meals.

35) *If summer school classes extend into July, must an SFA create a site and sponsor application in CNPWeb for the SY 2022-23 to claim those meals?**

If the SFA is operating NSLP for summer school, the program year for NSLP ends June 30. The entity will need to submit a new application for SY 2022-23 NSLP with a start date of July 1, 2022. SY 2022-23 income eligibility will need to be determined for those summer school students. However, if the school site is area eligible, operating the SSO or SFSP as an open site would also be an option for operating throughout the summer months.

Training Requirements

36) *Are new SFAs wanting to operate SFSP required to complete training?**

New SFAs applying to operate SFSP must complete the Civil Rights training and are highly encouraged to attend the *Orientation to Serving Summer Meals*.

37) *Are returning SFAs wanting to operate SFSP required to complete training?**

Returning SFAs applying to operate SFSP must complete the Civil Rights training and are highly encouraged to attend the *Orientation to Serving Summer Meals*.

38) *Where are trainings for summer operations located on the HNS webpage?**

All summer trainings are available by clicking the [Training](#) button at the bottom of the HNS summer webpage.

39) *Do sites that are sponsored by an organization required to complete training?**

Sponsoring organizations are required to provide training. Sites should contact the sponsoring organization to determine when training will be offered.

Reviews

40) *Is there a list of school districts that will be receiving a SSO review this upcoming summer?**

HNS will provide review requirements on the [HNS summer webpage](#), under the accordion *Reviews Conducted by the State Agency*.

USDA Foods and Entitlement

41) * Will the additional CCC Department of Defense Fresh Fruit and Vegetable Program (DoD Fresh) funds be directly deposited into each SFA's FFAVORS account to purchase produce, between July and September?**

USDA has allocated additional entitlement to purchase unprocessed or minimally processed domestically grown fresh fruits and vegetables made available through participation in the USDA DoD Fresh from July 1, 2022, through September 30, 2022. These additional funds have been made available through the Commodity Credit Corporation (CCC) and are authorized under the CCC Charter Act [15 U.S.C. 714].

ADE has calculated the DoD Fresh CCC funds to individual SFAs (see funding allocation by entity) based on a predetermined formula. The allocation includes two components, a base payment of \$1,950.00 and a proportional funding amount based on each SFA's share of statewide student enrollment reflective of October 2021. The base payment has been set at \$1,950.00 to ensure that each SFA receives at least enough funds to meet the minimum order amount of \$150.00 needed to place one order per week in FFAVORS for the duration of the 13-week period that these funds will be available. June 27, 2022, is the first day to schedule a delivery using CCC funds in FFAVORS and July 4, 2022, is the first week for SFAs to receive a delivery using CCC funds.

Please refer to HNS memorandum [HNS 03-2022: USDA Foods in Schools Program Entitlement Rollover and Allowable Use of Entitlement During Summer 2022 Operations](#) for more information.

42) *If an SFA had entitlement funds due to cancellation of products, can the SFA use it towards DoD Fresh?**

Yes. At any point of the program year (July 1- June 30), SFAs can contact ADE HNS and request entitlement funds can be moved from myFOODS and into FFAVORS. ADE HNS will be able to fulfill the request until all DoD Fresh entitlement has been exhausted for the state. As a reminder, SFAs that participated in the NSLP during SY 2021-22 will be allocated the additional DoD Fresh CCC funds starting July that will expire on September 30, 2022.

43) *Are SFAs able to use their entitlement funds during summer feeding if operating SFSP?**

Yes, SFAs may use entitlement that was allocated for participation in NSLP in SY 2021-22 until June 30, 2022, for SFSP operations. Additionally, organizations will receive an entitlement in DoD Fresh once approved to operate SFSP.

44) *HNS 03-2022 indicates CCC DoD Fresh funds can be used July through September. What were the CCC funds received on March 15, 2022?**

To assist school districts, FNS allocated relief funding to State Agencies, made available through the Commodity Credit Corporation (CCC) and authorized under the CCC Charter Act [15 U.S.C. 714]. These resources are referred to as Supply Chain Assistance (SCA) funds. ADE HNS distributed SCA funds to eligible School Food Authorities (SFAs) to be used exclusively to

purchase unprocessed or minimally processed domestic food products to help SFAs deal with challenges, such as unanticipated cancellation of food and supply contracts, reduced availability of certain foods, unexpected substitution of certain products, unpredictable increases in food and supply prices, and other obstacles related to pricing and/or availability that have been reported to or identified by State agencies administering the Child Nutrition Programs. The SCA funds cannot be used to procure foods through the USDA Foods in Schools program. Refer to USDA memorandum [SP 03-2022:Allocation of Supply Chain Assistance \(SCA\) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs.](#)

Claiming

45) *Where/How do we claim snack if we are running SSO breakfast and lunch?**

SSO meals and snacks served are claimed under summer claims in CNPWeb. No more than 2 meals, or 1 snack and 1 meal, may be served per student per day.

46) *In addition to breakfast and lunch under SSO, can SFAs serve a reimbursable snack under a different Child Nutrition Program over summer?**

No. SFAs may claim up to two meals or one meal and one snack, per child, per day, in any combination except lunch and supper. There are no additional Child Nutrition Programs available to offer snack to a child that has received the maximum number of meals/snacks under SSO.

47) *Will reimbursement rates change for SSO in July?**

Yes, USDA will release new reimbursement rates for summer that will be effective beginning July 1.

48) * Can a school claim a breakfast, lunch and snack if choosing to extend NSLP operations due to offering a summer school program?**

By extending the NSLP, allowable reimbursable meals are breakfast and lunch. If a snack is offered, it would have to be offered through the Afterschool Care Snack Program.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. *fax:*
(833) 256-1665 or (202) 690-7442; or
3. *email:* program.intake@usda.gov