



Staying on Track

WEBINAR SERIES: **SUMMER EDITION**

May 3, 2022



FOR SCHOOL FOOD AUTHORITIES
AND COMMUNITY ORGANIZATIONS!



This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for School Food Authorities (SFAs) and Community Organizations (COs)* wishing to serve meals in summer 2022. All regulations are specific to operating the programs under the direction of ADE.

**COs may request 1:1 training from an HNS specialist to assist in summer operations geared specifically to them.*

We're switching this month's Staying on Track Webinar up to review new HNS guidance for summer 2022 applications. The monthly webinar will:

- Ensure vital information was not overlooked and is understood
- Give HNS an opportunity to provide detailed training on important topics related to applying for summer meal service
- Provide program operators an opportunity to ask for clarifications

You may have questions...

- Questions can be asked at any time during the webinar.
- Questions that do not need an extensive explanation will be answered by another HNS trainer in the Q&A.
- Questions that do need an extensive explanation will be answered by the Staying on Track trainer at the end of the webinar.
- Any questions that cannot be answered during the webinar should be directed to your Health and Nutrition Services Specialist.
- *HNS will release additional questions in the FAQ section in [HNS 04-2022](#). Any questions asked during this training will be included.*





Section 1: Summer Meals Recap



Section 2: USDA Waivers for Summer Operations



Section 3: Summer Application Requirements



Section 4: Available Training and Resources



Section 5: Important Dates

SECTION 1:

Summer Meals Recap



Summer Meals Options

The **Summer Food Service Program (SFSP)** is a federally-funded USDA program that allows children to access nutritious meals free of charge when school is out. SFAs have the option of serving summer meals through the SFSP or the **National School Lunch Program (NSLP) Seamless Summer Option (SSO)**.

- Serves children 18 and under
- Meals are FREE
- Meals are consumed on-site (a.k.a. congregate meal requirement)
- Open sites must be located in an area eligible community
- Up to two meals per day per child

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SFSP	SSO
SFAs	SFAs
COs	

SSO vs. SFSP

Seamless Summer Option (SSO)

- SFAs only
- NSLP/SBP meal pattern
- Shorter application
- Meals served are reimbursed at the NSLP free rate
- Meals are open to all children 18 and younger
- Receives SSO review if one was not conducted in Program Year (PY) 2021 (21)

Summer Food Service Program (SFSP)

- SFAs and COs
- SFSP meal pattern
 - SFAs have the option of the SFSP or the NSLP/SBP meal pattern
- Longer application
 - Management Plan
 - Budget
- Highest reimbursement
- Meals are open to all children 18 and younger
- Receives SFSP review if SFA/CO meets review selection criteria

Summer Review Criteria

SSO review criteria for SFAs:

- All SSO operators that received an NSLP administrative review in SY 21-22 and did not receive an SSO review in PY21

If you are unsure if you received an SSO review in PY21, go to the [Administrative Review Summaries webpage](#).

SFSP review criteria for SFAs/COs:

- New sponsors (first year)
- Sponsors who had a significant amount of operational problems during the previous review
- All sponsors at least once every three years

- HNS is required to review no less than half the total number of approved sponsors
 - Priority goes to sponsors with the highest reimbursement

Open-Enrolled

- All children eat free in communities where at least 50% of the children are eligible for free/reduced price school meals.

Closed-Enrolled

- Can be in any community for an enrolled group of low-income children that meets the 50% free/reduced criteria.
 - This excludes academic summer schools.

Restricted Open

- Sites that meet the 50% free/reduced criteria but are later restricted for safety, control, or security reasons.

Supporting Area Eligibility

Open-Enrolled

- Open-enrolled sites can use school data or census data to qualify for participation.

Closed-Enrolled

- Closed enrolled sites that are not area eligible can collect income applications for the enrolled participants and are eligible if 50% or more of the enrolled participants are free or reduced eligible.
- OR a closed enrolled site would need to be area eligible based on census or school data.

Restricted Open

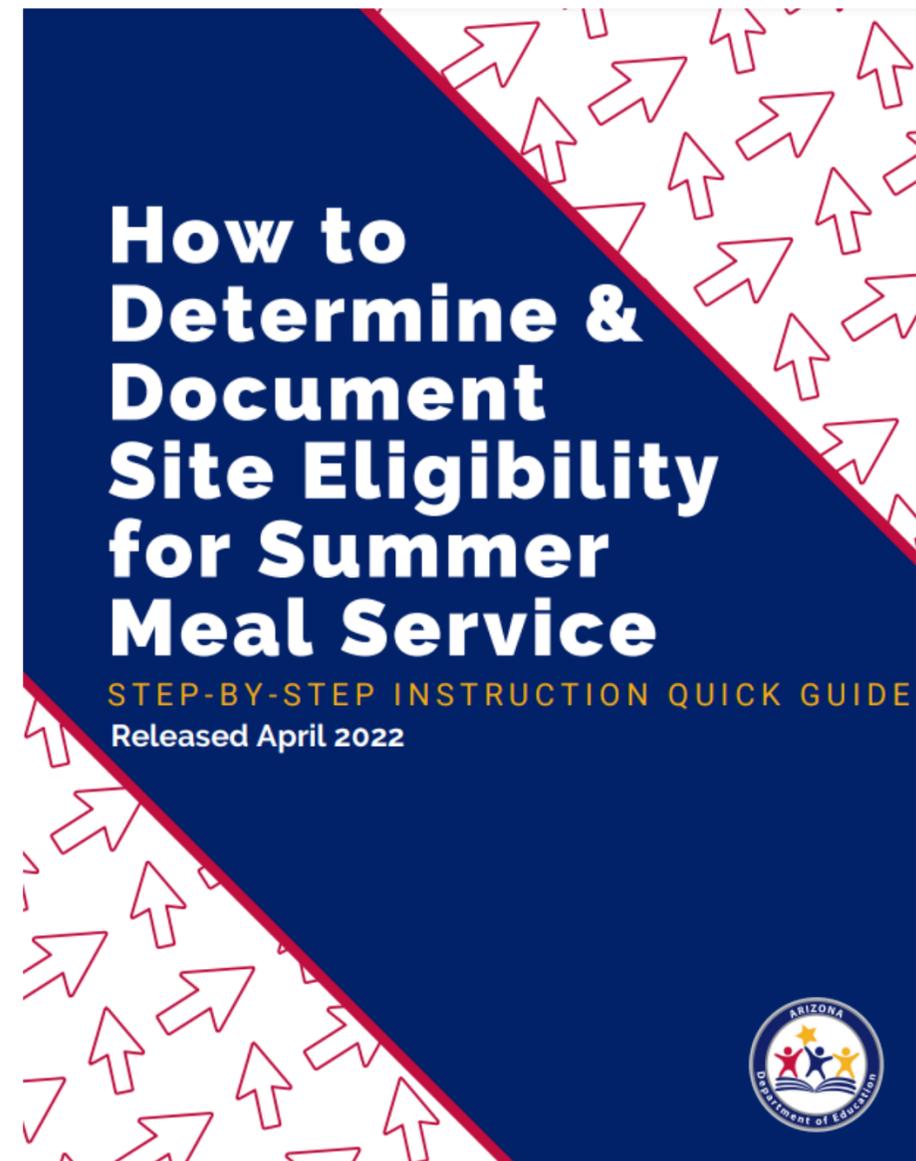
- Restricted open sites can use school data or census data to qualify for participation.

Supporting Area Eligibility

Determining and Documenting Eligibility

HNS has created a quick guide to assist operators when determining and documenting site eligibility.

- [Quick Guide: How to Determine and Document Site Eligibility for Summer Meal Service](#)



SECTION 2:

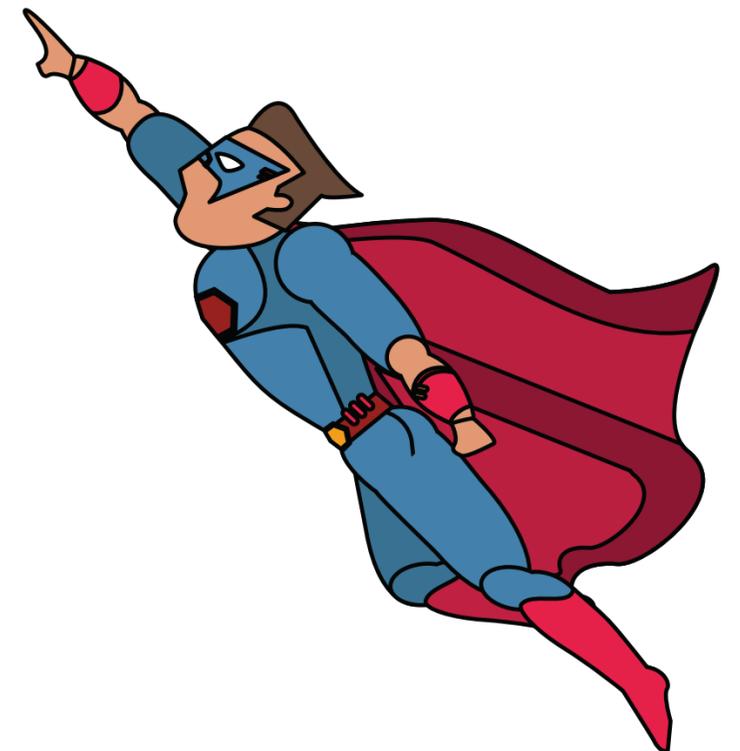
USDA Waivers for Summer Operations



Flexibilities for SY 2021-2022

When the COVID-19 pandemic occurred, USDA came to the rescue and released a series of waivers and waiver extensions!

- Operating SSO was permitted during the 2021-2022 school year to serve free meals to all students.
- Meals were allowed to be picked up to be consumed off-campus and served outside of normal meal times.
- Meal pattern and OVS flexibilities were allowable in addition to other flexibilities.



Flexibilities for SY 2021-2022

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- Meal pattern and OVS flexibilities were allowable in addition to other flexibilities.

The time has finally come when USDA is no longer able to extend these waivers. Now it's up to all of you (with help from HNS) to transition back to normal operation!



SSO Operation Waivers

To assist SFAs during school year (SY) 2021-2022 (21-22), Public Health Emergency (PHE) waivers were established:

- [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.
- [COVID-19: Child Nutrition Response #85: Nationwide Waiver to Allow the Seamless Summer Option](#)
 - Permits any school to operate SSO during the regular school year.

Waiver Expirations

Waivers	Expiration Date
Waiver to Allow Summer Food Service Program Reimbursement Rates	June 30, 2022
Waiver to Allow Non-Congregate Meal Service	June 30, 2022
Waiver of Meal Times Requirements	June 30, 2022
Waiver to Allow Parents/Guardians to Pick Up Meals for Children	June 30, 2022
Waiver to Allow Specific School Meal Pattern Flexibility	June 30, 2022
Waiver to Allow Offer Versus Serve Flexibility for Senior High Schools	June 30, 2022
Waiver to Allow All Schools to Operate SSO	Last day of SFAs academic school year

Four Takeaways

There are four key takeaways to know about these waivers connected to your summer operation:

- Sites that are 50% or more free and reduced (area eligible) may operate SSO with these waivers through June 30, 2022. SSO may be operated after June 30, 2022, without these waivers.
- The waivers are not applicable to SFSP. These waivers were for SSO operators only.
- Once the academic school year is over, those sites that are not area eligible are not eligible to operate SSO or SFSP.
- To date, Arizona has not been approved for COVID-19 waivers extended past June 30, 2022. No "new" waivers are approved for summer 2022 operations.

SECTION 3:

Summer Application Requirements



Applications for SSO

To operate SSO in summer 2022, SFAs must have an approved PY 22 SFSP CNPWeb site(s) and sponsor applications that are reflective of the summer meal service operation. These applications are required to obtain information, details, and dates for when school is no longer in session.

You need an approved PY 22 site and sponsor application to operate.

If an SFA has a currently approved SSO application for PY 22; the SFA can revise this application to include the summer service SSO period operation dates.

Participating in USDA Foods

If Operating SSO...

If an SFA has leftover USDA Foods entitlement provided for NSLP in **SY 21-22**, these funds are able to be used towards the SSO operation in summer 2022.

If the SFA is going to operate SSO in the month of **July** while school is not in session, USDA Foods entitlement provided for NSLP in **SY 22-23** can be used towards their SSO operation.

Applications for SFSP

SFAs must submit PY 22 SFSP CNPWeb site(s) and sponsor applications and a Management Plan in CNP Management Plans and Budgets.

COs must submit PY 22 SFSP CNPWeb site(s) and sponsor applications and a Management Plan and **Budget** in CNP Management Plans and Budgets.

- Civil Rights training is required for both SFAs and COs and the certificate must be uploaded to the Management Plan.

NEW CO's must complete the 'Orientation to Serving Summer Meals' training and upload the certificate to the Management Plan. Returning COs and SFAs are encouraged, but not required, to complete this training.

Participating in USDA Foods

If Operating SFSP...

Entitlement will be provided to SFAs/COs approved to operate the SFSP for summer 2022 to order fresh produce through USDA DoD Fresh.

- SFAs/COs will complete and upload the myFOODS/FFAVORS Delivery and Contact Form in the Management Plan.
 - Prior to this, contacts and delivery sites must be confirmed within the myFOODS system.
 - SFAs/COs will use the “Delivery Sites” section of this form to add any new sites for SFSP operations.

Applications for NSLP

Extending NSLP During Summer 2022

A third option SFAs can choose from to serve summer meals is to extend the NSLP and claim reimbursement for lunches/breakfast/snacks through the NSLP/SBP/ASCSP. SFAs must update their PY 22 NSLP CNPWeb site(s) and sponsor applications to maintain reflective information, details, and dates for when the NSLP will be extended.

- This option allows schools to provide meals and snacks to only students who are enrolled in summer school.
- Snacks can be provided after school during afterschool care programs through the ASCSP (not At-Risk Afterschool Meals) operated for children on the days they are attending summer school.
 - Remember, At-Risk Afterschool Meals cannot be operated during the summer months when school is not in session.

*Extending NSLP will require obtaining free, reduced and paid eligibility information for summer school participants. If eligibility cannot be determined, the participant would be claimed as paid.

Applications for NSLP

Extending NSLP During Summer 2022

Summer School is an additional session, which USDA defines as an integral part of the curriculum or an extension of the local educational program, for select students who need academic credits for graduation or promotion to the next grade.

Extending the school year would mean the end date of your current school year has been extended an additional period of time, with all students attending.

Summer Application Deadline

SSO

- All application requirements must be submitted and approved prior to the first day of meal service.

SFSP

- To operate the SFSP all sponsor application requirements must be submitted by **May 30, 2022**.
- All site application requirements must be submitted and approved prior to the first day of meal service.

Adding New Sites

New Summer 2022 Feeding Sites

1. Submit and Add/Change/Delete form
2. Submit a copy of the site eligibility documentation
3. Submit the Pre-Operational Site Visit form (**SFSP sites**)
 - a. HNS will conduct Pre-Operational visits for all new sponsors (SFAs or COs)
 - b. Returning SFAs and COs are required to conduct Pre-Operational visits on any new sites
4. Non-Associated Site Agreement (**if applicable**)

All summer sites from PY 21 will roll over to PY 22 and still exist in CNPWeb. No action here is needed for existing sites.

- Please submit all documents to ContactHNS@azed.gov.

SECTION 4:

Available Training and Resources



Training for Summer Operators

New Training for Summer 2022 Operators

HNS is dedicated to setting operators up for year-round success, including during summer programs. This summer, additional training has been made and updates to previous training have been incorporated to assist in a smooth transition from school year to summer.

The summer training series was 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.

Training is available to SSO and SFSP operators.

Offered Trainings

Administration

- [Orientation to Summer Meals](#)

Application

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

Operations

- *Coming soon!* What to Expect During Your SFSP Review

Checklist

HNS has created two checklists for returning operators to provide a concise list of the application to do's and requirements as well as links to forms and resources available.

- [SSO](#)
- [SFSP](#)


**Arizona Department of Education
 Health and Nutrition Services**
Program Year 2022 Preparation Checklist - National School Lunch Program Seamless Summer Option

This checklist is intended to assist School Food Authorities (SFAs) applying to operate the National School Lunch Program Seamless Summer Option (SSO) during summer of 2022. For more information, please review the following memorandum, HNS 04-2022: Serving Meals During Summer Months in 2022.

USDA Foods	<p>Continuing Participation during SSO: If the contacts and delivery sites currently listed in myFOODS and FFAVORS will not change for SSO operations, no actions are needed. Your account status will remain active for your SSO operation.</p> <p>Adding Delivery Sites:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete the "Delivery Sites" section of myFOODS/FFAVORS Delivery and Contact Form and send to ContactHNS@azed.gov. <p>SFAs New to USDA Foods:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete the myFOODS/FFAVORS Delivery and Contact Form for entities new to USDA Foods in Schools. Send the completed form to ContactHNS@azed.gov. After the form is submitted, HNS will contact you with additional permissions.
Current SSO Operators	<p>SFAs who operated the SSO during SY 2021-22 and would like to operate longer in session must complete the following actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update existing Program Year 2022 (PY 22) site applications to provide the new operation dates and any operational changes. <input type="checkbox"/> Submit PY 22 Sponsor Application in the SFSP portal in CNPWeb. CNPWeb applications must be approved before the meal service begins. Available Resources: How to Submit Site and Sponsor Application and Seamless Summer Option. <p>(if applicable) Adding New SSO Site(s):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete an Add/Change/Delete (PDF) (Electronic) and route to ContactHNS@azed.gov.
Entities Who Have Not Operated SSO in SY 21-22	<p>SFAs who did not operate the SSO in SY 2021-22 and are electing to operate during summer months must complete the following actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit Site and Sponsor Applications in the SFSP Portal of the CNPWeb. CNPWeb applications must be approved before the meal service begins. If any of the meals will be vendored, submit a complete Contract to HNSContracts@azed.gov (Checklist) (Template Contract). Available Resources: How to Submit Site and Sponsor Application and Seamless Summer Option.
Pandemic Waiver Opt Ins	<p>All entities operating the SSO over the summer months must also complete a Pandemic Waiver in order to reflect and report the use of Pandemic waivers up to their expiration date.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Login to the NSLP portal of the CNPWeb. Review the response information. Verify the responses accurately reflect use of Pandemic Waivers. If changes are needed, create a new Application, update the sections, and submit the revisions for approval.

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**Arizona Department of Education
 Health and Nutrition Services**
Program Year 2022 Renewal Checklist for the Summer Food Service Program

This checklist is intended to assist Community Organization (COs) and School Food Authorities (SFAs) applying to operate the Summer Food Service Program during summer of 2022. Additional information may be needed if there have been changes in your program operations. For more information, please review the following memorandum - HNS 04-2022: Serving Meals During Summer Months in 2022.

USDA Foods in Schools (optional)	<p>Establishing Participating during SFSP: Entities will need to activate their myFOODS account for SFSP operations.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete the "Entities with an Established myFOODS Account" section and if applicable "Delivery Sites" section of the myFOODS/FFAVORS Delivery and Contact Form. Send form to ContactHNS@azed.gov. <input type="checkbox"/> Log into myFOODS under the tab "Contacts". Click "Edit". Enter current contact information. Click "Update". Users must click update even if no changes were made. <input type="checkbox"/> Log into myFOODS under the tab "Delivery Sites". Click "Edit". Review delivery sites that will be used for SFSP operations. The sites listed in myFOODS will be the same sites listed in FFAVORS. Click "Update". <p>New USDA Foods in Schools?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete myFOODS/FFAVORS Delivery and Contact Form and follow the instructions for entities new to USDA Foods in Schools. Send the completed form to ContactHNS@azed.gov. After the form is submitted, HNS will contact you with additional information for activating the account and user permissions.
Management Plan & Budget	<p>SFAs and COs must complete a management plan in the CNP Management Plans and Budgets system. Additionally, COs are required to submit a budget to project anticipated program reimbursements and costs.</p> <ul style="list-style-type: none"> Available Resource: Step-by-Step Instruction: How to Access and Complete the Management Plan and Budget for the Summer Food Service Program <p>Sponsor Information Page:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unique Entity Identifier (UEI): The UEI is the official name of the "new, non-proprietary identifier" that will replace the D-U-N-S® number. To look-up your UEI, please visit sam.gov/content/duns-uei. <input type="checkbox"/> If you request an advance, you must submit proof of staff training via email to your HNS Specialist. <input type="checkbox"/> Contract for Vended Meals (Checklist) (Template Contract) email to Contracts@azed.gov. <input type="checkbox"/> If you indicated that you would like to receive USDA Foods, you must upload a copy of the myFOODS/FFAVORS Delivery and Contact Form that was submitted to ContactHNS@azed.gov. <input type="checkbox"/> Brochures and/or Pamphlets that describe the Organization's year-round services Required for COs only. SFAs may submit any upload. <input type="checkbox"/> Annually Required Training Certificates: <ul style="list-style-type: none"> <input type="checkbox"/> Civil Rights Compliance in the Child Nutrition Programs Required for SFAs and COs. <input type="checkbox"/> Orientation to Serving Summer Meals Required for COs only. <input type="checkbox"/> Media Release (Open Sites) (Closed Sites and Camps) Required for private non-profits only. SFAs and public non-profits are exempt and may submit any upload. <input type="checkbox"/> Health Department Letters Required for non-school sites only. COs and SFAs who operate at community sites must submit a letter to the local health department.

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Memos

HNS 03-2022 was released to review USDA foods entitlement and the availability for summer operations.

This memo:

- provides information on NSLP entitlement rollover from SY 2021-22 into SY 2022-23, SY 2021-22 entitlement expiration and rollover, NSLP entitlement usage during summer 2022 operations, entitlement provided for SFSP summer 2022 operations, the additional entitlement for SFAs made available through CCC funds, and a review of important dates for the end of the school year and summer ordering specific to Arizona.

HNS 04-2022 was released to review requirements and the application process to be approved for operation of the SFSP, SSO, or an extension of the NSLP and participation in the USDA Foods in School program for summer 2022 operations.

This memo:

- provides an overview of the current waivers expiring on June 30, 2022, annual summer application requirements, adding new sites for summer operations, required summer training, and a bonus section of frequently asked questions.

Webpage

The NEW Summer Meal Service Webpage is Available NOW!

- Go to www.azed.gov/hns
- [Summer Meal Service webpage](#)

Summer Meal Service

The United States Department of Agriculture's (USDA) Summer Food Service Program (SFSP) and the National School Lunch Program (NSLP) Seamless Summer Option (SSO), provides kids and teens in low-income areas free snacks and/or meals when school is out.

Returning and potential new summer program operators interested in serving meals when school is out should refer to this webpage for program information and summer initiatives.

▶ [Contact us to Operate a Summer Program](#)

▶ [Returning Organizations](#)

▶ [Waivers for PY22 Summer Operations](#)

▶ [Meal Pattern](#)

▶ [Reviews Conducted by the State Agency](#)

▶ [Guidance Manuals and Fact Sheets](#)

▶ [upLIFT](#)

▶ [Summer 2022 HNS Farm Fresh Challenge](#)

▶ [Find a Participating Summer Food Service Site](#)

Resources for Operators

[Program Forms and Resources](#)

[Meal Site Promotional Materials](#)

[Training](#)

[Reimbursement Rates](#)

[Sign Up For Our Email Updates](#)

SECTION 5:

Important Dates



Entitlement Rollover

Entitlement	Expiration Date	Rollover
Unspent entitlement funds in myFOODS	Expires on July 1	
Unspent entitlement funds in FFAVORS	Expires on July 1	
Direct Delivery available materials	Removed from account and placed onto the surplus catalog on July 1	
Unused processing pounds		Rolls over into SY 22-23
Processed end products available materials		In SY 22-23, HNS will work with the entity to access auto-declined processed end products

Additional Entitlement Funds

HNS 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 for SFAs currently operating NSLP or SSO. These additional funds have been made available through the Commodity Credit Corporation (CCC).

- CCC funds may be used between July 1, 2022, and September 30, 2022.
- These funds expire on September 30, 2022, and do not rollover.
- This additional entitlement will be added to the entity's FFAVORS account.

myFOODS/FFAVORS Accounts

Account Processing Timeframes

- To utilize entitlement funds for **USDA DoD Fresh**, an account in **FFAVORS** is required to be obtained.
- To be able to order foods off the **surplus catalog**, an account in **myFOODS** is required to be obtained.
 - Please note that myFOODS accounts must be reactivated annually.

Please allow up to 4 weeks for full access to new user accounts.

- For those who do not have an account, email ContactHNS@azed.gov.

May

- **5/16** - First day to order DoD Fresh with entitlement allocated for SFSP (*to receive by 5/23*)
- **5/20** - Last day to receive your processed end products
- **5/30** - SFSP application due

June

- **6/1** - Schedule all remaining deliveries for surplus, Direct Delivery, and processed end products
- **6/11** - US Foods warehouse closes
- **6/15** - Activate myFOODS account for SY 22-23 (*to order/receive in July*)
- **6/27** - First day to order DoD Fresh with CCC funds (*to receive by July 4*)

July

- **7/1** - SY 22-23 begins (sites operating NSLP for summer school in the month of July will need to submit CNPWeb SY 22-23 site and sponsor applications and collect SY 22-23 income applications)
- **7/1** - First day to order surplus, Direct Delivery, and processed end products (*to receive by 7/5*)
- **7/4** - US Foods warehouse reopens

Monthly Checklist Items...

What are your plans for the summer?

1. SSO
2. SFSP
3. NSLP
4. None

We Want to Know!



Join Us Next Month!

Staying On Track: June

June 7, 2022

1:30-2:30 pm

We will be reviewing HNS Communications and policy memorandums released in the month of May, and key tasks, deadlines, and action items for the month of June.

Thank you!

Please type any questions into the Q&A.

If you are attending the live webinar, you will receive a link to complete the survey in EMS. After completing the survey, you can print a certificate of completion.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.





This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Congratulations!

Requesting a training certificate

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. **This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey>

The information below is for your reference when completing the survey:

- **Training Title:** Recorded Webinar: Staying on Track May 2022