

# Staying on Track: SUMMER EDITION

April 2024



Health and Nutrition Services  
Arizona Department of Education





# Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

# Intended Audience

**This training is intended for School Food Authorities (SFAs) and Community Organizations (COs)\* wishing to serve meals in summer 2024. All regulations are specific to operating the programs under the direction of HNS.**

# Objectives

**We're switching this month's Staying on Track Webinar up to review HNS guidance for summer 2024 applications. This webinar edition will:**

- Ensure vital information is understood
- Allow HNS to provide detailed training on important topics related to applying for summer meal service
- Provide program directors an opportunity to ask for clarifications

## TRAINING HOURS

Information to include when documenting this training for Professional Standards:

**Training Title:** April Staying on Track  
SUMMER EDITION

**Key Area:** Not Applicable

**Learning Code:** Not Applicable

**Length:** 1 hour

# Questions

- Questions can be asked in the Q&A at any time and will be answered by another HNS trainer during the webinar
- At the end of the webinar, new questions or questions that still need to be addressed will be answered by the trainer
- Any questions that cannot be addressed during the webinar should be directed to your HNS Specialist



# Agenda

Section 1: Review of Application and Eligibility Requirements

Section 2: Interim Final Rule: Increasing Summer Meal Service Accessibility in Rural Areas

Section 3: SUN Bucks - Summer-EBT

Section 4: Nutrition Promotion during Summer Meal Service

# Section 1

## Review of Application and Eligibility Requirements



# HNS Summer Meal Memorandums



## **HNS 02-2024**

The purpose of this memorandum is to provide SFAs and COs the following information:

- Application requirements and deadlines for the SFSP, including details on demonstrating financial viability, administrative capability, and program accountability.
- Reminds SFAs of their eligibility to apply for SSO, or to extend the NSLP for any school that is hosting academic summer school.
- Includes a comprehensive Q&A on Deadlines and Reminders, Site Types and Eligibility, and Academic Summer School.



## **HNS 03-2024**

The purpose of this memorandum is to provide SFAs and COs with the following information:

- Review eligibility and participation requirements for non-congregate summer meal service in rural areas.
- Application requirements for serving rural non-congregate meals.
- Documentation requirements for serving rural non-congregate meals.

*These requirements are detailed in Section 2 of this webinar.*

# Applying

## **APPLYING TO BE A SPONSOR IN SUMMER 2024**

SFAs and new or returning COs applying to be a sponsor of SFSP must have all application requirements submitted to HNS by May 31, 2024.

- Any applications received after May 31, 2024, will not be considered for SFSP sponsorship but may be considered as an SFSP site

Prospective COs applying to operate for the first time must complete the pre-approval process and enter into an agreement with ADE. Entities will achieve this through the [SFSP Prospective Entity Form](#).

All applications must be submitted and approved by HNS before meal service begins.

# Applying

## APPLICATION REQUIREMENTS

The following must be submitted by the **May 31, 2024** deadline to be a complete application:

- Management Plan
- Budget
- CNPWeb Site and Sponsor Applications

All organizations applying to operate the SFSP must demonstrate to HNS, compliance with the performance standards for financial viability, administrative capability, and Program accountability. This is done through the submission of a management plan\*, budget\*, and any additional documentation needed to evaluate an applicant's ability and resources to operate the Program.

\*Operators in good standing may have a modified requirement in demonstrating compliance with performance standards. Reference [HNS 02-2024](#).

Good standing has been defined as the status of a program operator that meets its Program responsibilities, is current with its financial obligations, and, if applicable, has fully implemented all corrective actions within the required period of time. Reference [SFSP 03-2024](#) for newly codified definitions.

# Modified Application Requirements

## **SCHOOL FOOD AUTHORITIES (SFA):**

SFAs applying for SFSP that successfully operate the NSLP may consider this sufficient evidence of compliance with administrative capability and financial viability.

- SFAs in good standing that have not experienced operational problems, will not be required to submit a management plan, however, HNS may request additional evidence of administrative capability sufficient to ensure the SFA can comply with the performance standards for the SFSP.
- SFAs must also submit an Annual Financial Report (AFR) to ADE to be considered in good standing and will be exempt from submitting a budget if financial viability is evident through the Food Service AFR.

## **COMMUNITY ORGANIZATIONS (CO):**

Child and Adult Care Food Program (CACFP) Institutions are required to demonstrate compliance with financial viability, administrative capability, and program accountability; therefore, COs will be required to submit a management plan and budget for SFSP participation.

# Applying

## SUMMER FEEDING OPTIONS FOR SCHOOLS

- **Seamless Summer Option (SSO)**
  - For SFAs participating in NSLP/SBP
  - Requires submission and approval of a **CNPWeb site/sponsor** application
  - Serves meals free of charge to children, including teenagers through age 18, under the school meal program rules
- **Summer Food Service Program (SFSP)**
  - Ideal for sponsoring enrichment, recreational, or activity programs over the summer
  - Requires submission/approval of a management plan\*, budget, and a **CNPWeb site/sponsor** application
  - Reimburses sponsors for free meals served to children, including teenagers through age 18, at approved meal sites in low-income areas
- **Extended School Lunch and Breakfast (NSLP/SBP)**
  - Available for any school that is hosting an academic summer school
  - Academic summer schools that intend to serve meals only to enrolled students follow the same rules and claiming procedures for free, reduced-price, and paid meals that they follow during the regular school year



# Applying

## OPERATING NSLP IN SUMMER MONTHS

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. USDA defines summer school as an integral part of the curriculum or an extension of the local educational program. This will require an extension of the end date in the NSLP site application in CNPWeb.

SFAs also have the option to operate the Afterschool Care Snack Program through NSLP to provide snacks served in afterschool care programs used for children on days attending summer school.

- As a reminder, At-Risk Afterschool Meals may only be operated during the academic school year when school is in session. At-Risk Afterschool Meals cannot be operated during the summer months under any circumstance.

# Adding New Sites

## ELECTRONICALLY-HELP DESK

- Go to <https://helpdeskexternal.azed.gov/home>
- Click on "Request a Service"
- Select "Health and Nutrition Services"
- Click on "HNS Add/Change/Delete Form"
  - This submits an Add/Change/Delete HelpDesk ticket to add sites to CNPWeb, change addresses or names of entities, or delete sites from CNPWeb.

## MANUALLY

- [Add/Change/Delete form](#)
  - Print, sign, scan, and email to [ContactHNS@azed.gov](mailto:ContactHNS@azed.gov).

## TO COMPLETE NEW SITE APPROVAL THE FOLLOWING MUST ALSO BE SUBMITTED:

- A copy of the **site eligibility documentation**
- [Non-Associated Site Agreement](#) (if applicable)
- [Pre-Operational Site Visit form](#) (if applicable)

These documents must be emailed to  
[ContactHNS@azed.gov](mailto:ContactHNS@azed.gov).

# Area Eligibility

## **DETERMINING AREA ELIGIBILITY**

Sites may use any of the following to qualify for participation:

- School data ([Free and Reduced-Price Percentage Report](#))
- Participant income application data
- Census data ([CACFP and SFSP Area Eligibility Mapper](#))

If census data or school data does not support area eligibility, closed-enrolled sites may collect income applications for the enrolled students. If 50% or more of the enrolled students are free or reduced eligible the site may use this data to be considered eligible.

Qualifying documentation must be emailed to the assigned HNS program specialist with any additional application documentation.

For additional information on area eligibility reference [SP 08-2017](#).

# Area Eligibility

## **DURATION OF AREA ELIGIBILITY**

Current-year school data may be used to establish area eligibility for the SFSP and SSO, excluding camps. For a site to be determined area eligible, school data must indicate that the proposed meal site is located in the attendance area of an elementary, middle, or high school where at least 50 percent of the children are eligible for free or reduced-price school meals.

- Census data may be used if a site is not located within an eligible attendance area.

Area eligibility determinations made using school or census data must be re-determined every five years. **Example: School data from 2019-2020 through 2023-2024 may be used for eligibility determinations.**


- Summer feeding sites previously determined as eligible in or after SY 2019-20 continue to be eligible under the five-year eligibility rule.

# Eligibility

## SITE ELIGIBILITY AND OPERATING REQUIREMENTS

### Open Sites:

- Meals are made available to all children in the area.
- Schools with academic summer school are required to be open to the community.
- All children eat free in communities where at least 50% of the children are eligible for free/reduced-price school meals.
  - School or census data may be used to determine eligibility.
- Open sites operate on a first-come, first-served basis to all children 18 and under at an eligible location.
- Meals are reimbursed at the appropriate free rate for all participating children.
- Reference [Summer Meal Service Site Eligibility](#) Sheet



### Summer Meal Service Site Eligibility

This resource outlines the data that operators of the Summer Meals Programs can use to establish site eligibility.

Sponsors may operate summer meal service at one or more sites as long as the site and meal services have been approved by ADE prior to the start of the site operation. Below are common site types and their eligibility requirements.

**SCHOOL DATA:** Sponsors may use free and reduced data from elementary, middle, or high schools to qualify SFSP sites. The site must be located within the attendance area of a school with at least 50% of its children eligible for free and reduced-price meals. School data is updated annually and posted on the Health and Nutrition Services webpage.

**CENSUS DATA:** If the site is not located within an eligible attendance area, sponsors may use census data to see if the potential site(s) fall within a tract that qualifies. The USDA Capacity Builder Mapping Tool can assist with making eligibility determinations and locating eligible areas within a community.

Site Type	Description	Eligibility
Open Site	Meals are made available to all children in the area. Schools with academic summer school are required to be open to the community.	Must be located within the attendance area of a school with 50% or more free/reduced-price meals or within a census tract that qualifies.
Open Restricted Site	Operates much like an open site, but there is a need to restrict or limit meal participation for reasons of space, security, safety, or control.	Same as open site. Sponsors must make it publicly known that the site offers free meals to children, but it will be limited for the reasons noted.
Closed Enrolled Site	Meals are made available to only the enrolled group of children attending the site, as opposed to the community at large. This site type may be selected when the site is unable to accommodate additional children from the community.	Same as open or restricted open sites OR it may be located outside of an eligible area, but then at least 50% of the children enrolled must be considered to be low-income. When 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.
Camps	Camps can be residential or nonresidential day camps that offer regularly scheduled food service as part of an organized program for enrolled children.	Unlike open, restricted open, and closed enrolled sites, sponsors of both residential and nonresidential camps do not have to establish area eligibility. However, they must collect and maintain participant eligibility documentation. Camps are only reimbursed for those enrolled children who meet the free and/or reduced-price eligibility standards.
Migrant Site	Serves primarily migrant children.	Migrant status is confirmed annually by having the Sponsor submit information obtained from a migrant organization that certifies that the site serves a majority of children of migrant workers.

March 2024 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

# Eligibility

## **SITE ELIGIBILITY AND OPERATING REQUIREMENTS**

### Restricted Open Sites:

- Operates much like an open site, but there is a need to restrict or limit meal participation for reasons of space, security, safety, or control
- All children eat free in communities where at least 50% of the children are eligible for free/reduced-price school meals
  - School or census data may be used to determine eligibility\*
- Sponsors must make it publicly known that the site offers free meals to children, but it will be limited for the reasons noted
- Restricted open sites operate on a first-come, first-served basis to all children 18 and under at an eligible location
- Meals are reimbursed at the appropriate free rate for all participating children

\*Sponsors must make it publicly known that the site offers free meals to children, but it will be limited for the reasons noted above.

# Eligibility

## **SITE ELIGIBILITY AND OPERATING REQUIREMENTS**

### **Closed Enrolled Sites:**

- Meals are made available to only the enrolled group of children attending the site, as opposed to the community at large. This site type may be selected when the site is unable to accommodate additional children from the community.
- Meals are reimbursed for all participating children at the appropriate free rates when:
  - at least 50 percent of the children enrolled at the site are approved for free or reduced-price school meals; or
  - documentation indicates that the site is located within the geographical boundaries of a school attendance area with at least 50 percent of its children approved for free or reduced-price school meals.
- Closed enrolled sites only serve an identified group of children through age 18 who are participating in a specific program or activity.
  - Summer school is not a closed enrolled site under the SFSP or SSO.

Please note, a closed enrolled site that does not meet one of the above criteria is not eligible to participate unless it is qualified to participate as a day camp. Camps are not required to establish area eligibility; however, they must collect and maintain individual income eligibility forms and can only be reimbursed for meals offered to enrolled children who meet the free and reduced-price eligibility standards.

# Seamless Summer Option (SSO)

## MEALS SERVED AND CLAIMED FREE

Only available for SFAs and provides decreased Administrative burden.

### Allowable Site Types

- **Open** - Serve all children
  - Must be Area Eligible
- **Restricted Open** - Serve all children up to capacity
  - Must be Area Eligible
- **Closed** - Serve only enrolled children
  - Must be either Area Eligible or 50% of enrolled children must be Free or Reduced-Price Eligible

# Summer Food Service Program (SFSP)

## MEALS SERVED AND CLAIMED FREE

Higher reimbursement rates with additional application and monitoring requirements.

### Allowable Site Types

- **Open** - Serve all children
  - Must be Area Eligible
- **Restricted Open** - Serve all children up to capacity
  - Must be Area Eligible
- **Closed** - Serve only enrolled children
  - Must be either Area Eligible or 50% of enrolled children must be Free or Reduced-Price Eligible

## EXTENDED NSLP

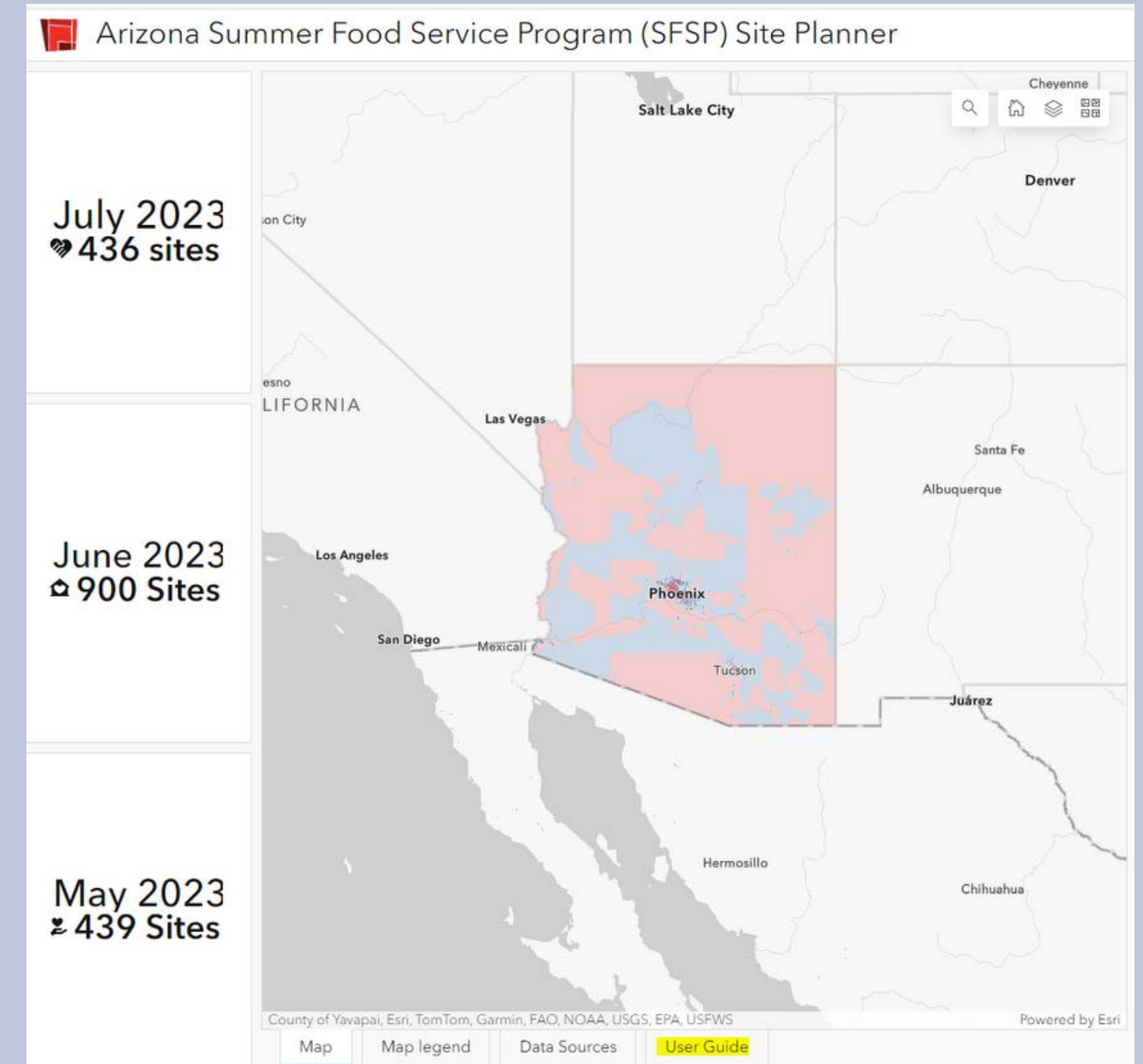
Extending school meals does not make a summer site therefore no area eligibility is required. Serve and claim meals by free, reduced-price, and paid eligibility.

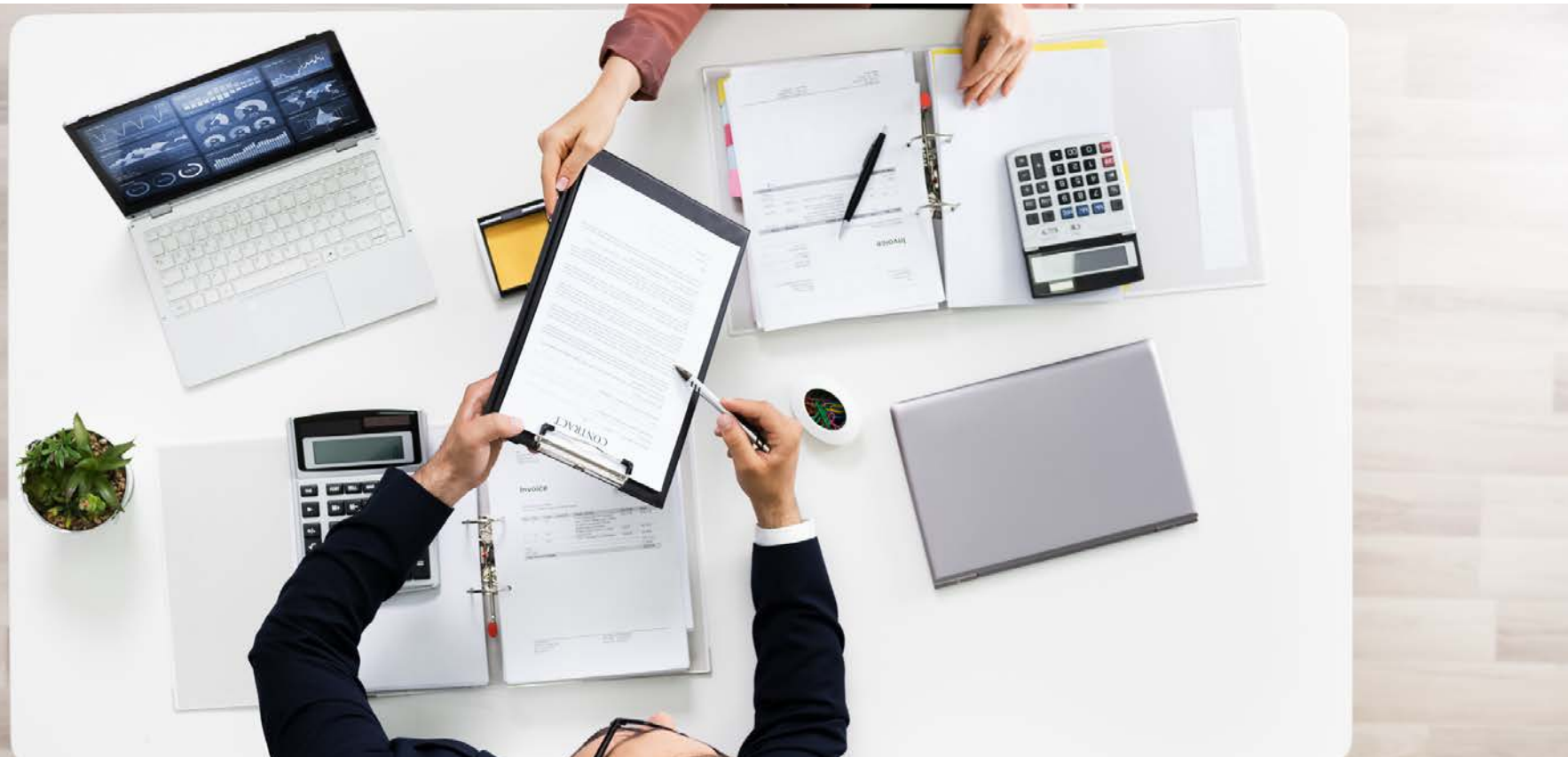
# Site Eligibility

## SITE PLANNING TOOL

AZ Health Zone has provided the [Arizona Summer Food Service Site Planner](#). This tool can be used by Operators to evaluate possible site locations using the data layer that shows the rural buffer zone. Sites cannot be located in close enough proximity that each site could serve the same children the same meals.

Please view the User Guide on the fourth tab of this resource for instruction.





# SFSP State Agency Monitoring

HNS is required to review:

- new operators at least once during the first year of operation;
- operators with significant operational issues the previous year;
- all operators once every three years; and
- operators that were previously terminated and have reapplied.



Seamless Summer Option (SSO) reviews will be conducted as part of the NSLP Administrative Review.

# SFSP State Agency Monitoring

State agencies must review a minimum number of sites depending on the size of the sponsoring entity.

For a complete overview of the SFSP review, check out the:

[What to Expect: Summer Food Service Program Administrative Review](#)



Entities with 2-10 sites that operate both congregate and non-congregate SFSP meal service will receive **two** site reviews. Single-site entities operating congregate and non-congregate meal service will receive only one SFSP site review.

# New Site Monitoring Requirements-SFSP

Sponsoring entities must conduct the following visits for new sites, sites that experienced operational problems the previous year, and existing sites that are new to non-congregate meal service:

- [Pre-Operational Site Visit](#)
- [Initial Site Visit](#)
- [Site Review](#)

## EXISTING SITES-SFSP

Conduct a full site review at each site at least once during the first four weeks of Program operations

- [Site Review Form](#)

**SSO Sites** - review each site at least once during operation.



If conducted within the **first two weeks** of operation, the Initial Site Visit and Site Review may be combined and only the Site Review Form would need to be completed per regulations at (7 CFR 225.15(d)(4)).

# Professional Development

## SUMMER TRAINING

Training is required only for new organizations who intend to be an SFSP Sponsor in Summer 2024. Training will be completed during the prospective entity process.

- [Orientation for Sponsoring Organizations: SFSP](#)
- [Civil Rights Compliance for Child Nutrition Program Operators](#)

Sponsoring organizations are required to provide training for their administrative and site personnel and must not allow a site to operate until personnel have attended training that covers the purpose of the SFSP, site eligibility, recordkeeping, site operations, meal pattern requirements, and the duties of a monitor.

HNS encourages all new or returning operators to review the online training and register for summer webinars!

- Staying on Track Monthly Webinar Series - occurs on the first Tuesday of every month
- Summer upLIFT webinars - occurs on the third Tuesday of every month

# Promote Summer Meals

## **SUMMER FOOD SERVICE PROGRAM** **2024 CAMPAIGN MATERIALS**

The Summer Meals promotional brand will help your community identify that your site is serving summer meals.

Need ideas on how to kick-off your summer site with activities and promotions? Check out the [Summer Food Kick-Off Toolkit](#)! This toolkit is new this year!



Maybe you would like some customizable printable materials to begin planning your promotions. Here are the [Promotional Toolkit Materials](#).



# USDA Foods in Schools Program

## **USDA FOODS IN THE SUMMER**

SFAs operating SSO or extended NSLP may use any remaining USDA Foods including DoD Fresh!

SFAs operating SFSP will have access to additional SFSP entitlement through DoD Fresh from May until September and can use any remaining NSLP entitlement until June 30th.

- New operators may contact HNS when requiring access or a new site addition in FFAVORS.
- Existing operators may order in FFAVORS for the sites operating SFSP through the end of summer or until funds are gone.

For assistance please email [USDAFoods@azed.gov](mailto:USDAFoods@azed.gov).

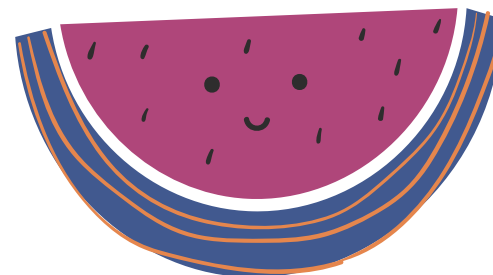
# Try it Local! Local Food for Schools in the Summer!

**SEAMLESS SUMMER OPTION (SSO) AND  
EXTENDED NSLP OPERATORS MAY  
CONTINUE TO BE REIMBURSED THROUGH  
THE SUMMER!**

[How to Receive Try it Local Funding for Eligible Food  
Purchases](#)

[azed.gov/hns/nslp](https://azed.gov/hns/nslp)

*you are one  
in a melon!*



# **Section 2:**

Interim Final  
Rule: Increasing  
Summer Meal  
Service  
Accessibility in  
Rural Areas



# USDA Memorandums

USDA has released a series of memorandums that outline guidance regarding rural non-congregate feeding options and rural designations. The four listed here provide in-depth details about these options. The following section will give highlights from these publications, however, HNS strongly urges all operators, especially those implementing non-congregate feeding in rural areas, to closely review each of these four memorandums to ensure compliance with these regulations. An additional memorandum, [SFSP 06-2024](#) was also released regarding State Agency monitoring.



## **SFSP 03-2024**

Implementation Guidance for the Rural Non-congregate Option Provisions of the Interim Final Rule, Establishing the Summer EBT Program and Rural Non-congregate Option in the Summer Meal Programs



## **SFSP 04-2024**

Rural Designations in the Summer Meal Programs - Revised



## **SFSP 07-2024**

Non-Congregate Meal Service in Rural Areas Questions and Answers



## **SFSP 08-2024**

Non-Congregate Meal Service in Rural Areas Questions and Answers #2

# Interim Final Rule

## UNDERSTANDING THE INTERIM FINAL RULE

FNS published an interim final rule, establishing the Summer EBT Program and Rural Non-congregate Option in the Summer Meal Programs. This rulemaking, effective December 29, 2023, codified the permanent rural non-congregate summer meal service for both SFSP and SSO, as well as created the Summer Electronic Benefits Transfer for Children Program (Summer EBT). While non-congregate summer meal service for rural areas was initially implemented through FNS guidance during summer 2023, that guidance is superseded by the interim final rule.

The non-congregate meal service option is not intended to replace congregate meal service. USDA and HNS understand the benefits of congregate meal service and the accompanying activities that are often provided and encourages sponsors to continue to provide these opportunities when feasible.

[Implementation Guidance for the Rural Non-congregate Option Provisions of the Interim Final Rule, Establishing the Summer EBT Program and Rural Non-congregate Option in the Summer Meal Programs](#)



# Rural

## UPDATED DEFINITION

Rural is defined as:

- Any area in a county that is not a part of a Metropolitan Statistical Area based on the Office of Management and Budget's Delineations of Metropolitan Statistical Areas;
- Any area in a county classified as a non-metropolitan area based on USDA Economic Research Service's Rural-Urban Continuum Codes and Urban Influence Codes;
- Any census tract classified as a non-metropolitan area based on USDA Economic Research Service's Rural-Urban Commuting Area codes;
- Any area of a Metropolitan Statistical Area that is not part of a Census Bureau-defined urban area;
- Any area of a State which is not part of an urban area as determined by the Secretary;
- Any subsequent substitution or update of the aforementioned classification schemes that Federal governing bodies create; or
- Any “pocket” within a Metropolitan Statistical Area which, at the option of the State agency and with FNSRO approval, is determined to be rural in character based on other data sources.

# Rural Designation

## DOCUMENTING RURAL SITE DESIGNATION

Operators and HNS will rely on the FNS Rural Designation Map tool to designate sites as rural.

- Documentation must be provided by the operator designating the site as rural, and must include the **date** that the data was accessed.
- Rural designation documentation must be emailed to the assigned HNS program specialist with additional application documentation.

A rural site may serve meals as congregate, non-congregate, or both. Rural sites serving congregate meal service and planning to submit claims for the higher rural reimbursement rate will require rural designation documentation.

## RURAL DESIGNATION MAP



# Rural Non-Congregate Meal Service

## **NON-CONGREGATE MEAL SERVICE FOR RURAL AREAS**

The Consolidated Appropriations Act established a permanent non-congregate meal service option for rural areas without congregate meal service.

- This non-congregate option intends to assist rural areas that struggle to reach their demographic and increase access to summer meals.
- Non-congregate meal service is **not** allowed in non-rural areas.
- Each stop along a non-congregate mobile meal pick-up route is considered a site, including stops at parks, local recreation areas, etc.,
  - Each stop must be an approved site. (Slide 13- adding a site)
- A child's residence participating in home delivery is not considered a non-congregate meal site.

# Rural Non-Congregate Meal Service

## **ELIGIBILITY CRITERIA FOR RURAL NON-CONGREGATE MEAL SERVICE:**

Operators interested in serving non-congregate must:

- be in good standing\*,
- be designated as rural;
- must be more than 2 miles away from a congregate site;
- and be located in an area that is eligible to participate in SFSP or SSO.

\*Good standing means the operator has met its Program responsibilities, is current with its financial obligations, and, if applicable, has fully implemented all corrective actions within the required period of time.

A site that qualifies for Program participation because it conducts a non-congregate meal service for eligible children in an area that does not meet the definition of area eligible and is not a “camp” could qualify for conditional non-congregate service. Conditional non-congregate meal service can be reimbursed only for meals served to children whose eligibility for Program meals is documented.

HNS must approve all non-congregate meal services through the summer meals application.

# Applying for Rural Non-Congregate

## APPLICATION AND APPROVAL

- Complete an SFSP or SSO application through CNPWeb and indicate the intent to either participate as a non-congregate feeding site, or both congregate and non-congregate feeding site.

HNS will review the application for rural/non-congregate participation to determine if the site is eligible. Once rural designation is determined, area eligibility must also be verified.

Approved operators must keep non-congregate meal documents separate as these will be reported in the claim.

# Conditional Non-Congregate

To be approved to serve non-congregate summer meals in non-area eligible rural locations:

- Operators must certify that they will collect participants' eligibility to support the claim.
  - Household applications or income eligibility provided through the school system
- Operators must only claim reimbursement for meals served to eligible participants (children who qualify for free or reduced-price meals).
- Operators must notify participants of the availability of free meals and if a free meal application is needed, as is required for sponsors of camps and closed enrolled sites.
- May charge non-eligible children for meals (without overt identification) or use non-Federal funds to cover the cost of these meals.

# Rural Non-Congregate Meal Service

Operators interested in serving non-congregate may offer:

- meal deliveries on routes or directly to children's homes;
  - Meals delivered directly to children's homes require written parental consent before providing meals to the children.
- parent or guardian pick-up\*;
  - Operators must have documented procedures to ensure that meals are only distributed to parents or guardians of eligible children and that duplicate meals are not distributed.\*
- multi-day meal service\*;
  - Operators electing this option must have procedures in place that document, to a reasonable extent, that the proper number of meals are distributed to each eligible child. (cannot exceed 10 days max - or 5 if providing bulk items)
- and bulk food items\*.
  - Approved self-preparation operators may provide bulk food items that meet the minimum amounts of each food component of a reimbursable breakfast, lunch, supper, or snack. (Bulk items may not exceed the maximum number of meals that could be served in a 5 calendar day period.)

\*HNS may limit on a case-by-case basis.

# Meal Service Delivery and Pick-up Requirements

## **NON-CONGREGATE MEAL SERVICE DELIVERY AND PICK-UP REQUIREMENTS**

Parental consent for home delivery:

- Written consent must be obtained prior to home delivery.
- Information to be included in written consent:
  - Address, Phone Number, Child(ren)'s name(s)/age(s)
  - Language inclusive of establishing both the presence of children in each household as well as the household's consent to receive meals.

Definition of “Guardian” for the purpose of non-congregate meal pick-up: the adult who is principally responsible for the care of a child on the day of meal service; excluding childcare providers who care for groups of unrelated children formally enrolled in their care.

## **NON-CONGREGATE MEAL SERVICE TIME REQUIREMENTS**

- Meal service times still need to be established for each site.
- HNS must approve any changes in meal service times.
- Breakfast is not required to be served in the morning.
  - If a non-congregate breakfast is served after lunch or supper it must be intended for a later date.
- There is no one-hour minimum between the end of one meal and the beginning of another.

# Rural Non-Congregate Meal Service Procedures

When electing to use the non-congregate meal service in rural areas options of multi-day meal issuance and parent or guardian meal pick-up, Program operators must develop and maintain procedures to document that meals are only distributed, to a reasonable extent, to eligible children and that duplicate meals are not distributed to any child (7 CFR 225.6(c)(2)(xi)). **Program operators electing to offer multi-day meal issuance and parent or guardian meal pick-up must submit these procedures, as part of their summer meals application process, to their assigned HNS specialist.**

**1**

**DEVELOP PROCEDURES FOR NON-CONGREGATE MEAL SERVICE**

**2**

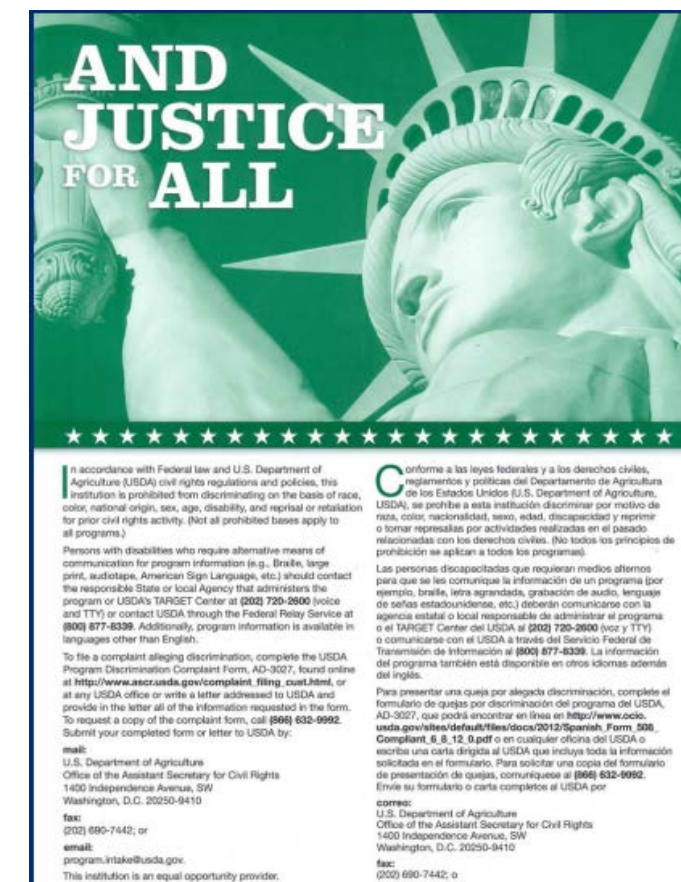
**INCLUDE STEP-BY-STEP PROCESS OF MEAL SERVICE AND CLAIMING**

**3**

**EMAIL PROCEDURES TO ASSIGNED HNS SPECIALIST WITH ANY ADDITIONAL APPLICATION DOCUMENTATION**

# Rural Non-Congregate Food Safety

- State and local health and food safety requirements must be met and instructions on at-home storage and preparation must be provided when applicable.
- Operators providing non-congregate meal service in rural areas should prepare a food safety plan to ensure the meal service will be conducted safely.
- All food service staff must be trained on Program operations, which include local health, food safety, and sanitation guidelines.



The And Justice for All (AJFA) poster must be prominently displayed at all non-congregate meal sites, including on all vehicles (such as in a window) making door-to-door drop deliveries at homes, and in all pick-up facilities and locations providing non-congregate meal service in rural areas.

- To order And Justice for All posters email [ContactHNS@azed.gov](mailto:ContactHNS@azed.gov)

Additional Sponsor Responsibilities	
Offer Versus Serve	SFAs may use OVS when providing non-congregate meal service.
Off-Site Consumption of Food Items	The flexibility to allow children to take specific food items for off-site consumption only applies to congregate meal service.
Free Meal Policy Statement	Conditional non-congregate sites are exempt from including a statement that meals served are free at all sites. Conditional non-congregate sites that charge separately for meals must also include specific eligibility information in the policy statement, and that each operator of a conditional non-congregate site must submit a copy of its hearing procedures with its application.
Training	Congregate and non-congregate meal service operations are required components in the sponsor Program training sessions for its administrative and site personnel prior to the operation of a site’s first meal service.
Meal Ordering and Second Meals	Limits reimbursement of second meals to congregate meal service. State agencies must disallow claims if it is determined that a sponsor served second meals as part of a non-congregate meal service.

# Section 3

## SUN Bucks

### Summer-EBT



# Summer EBT Memorandums



## **SEBT 01-2023**

Guidance for State implementation of Summer EBT in 2024.



## **SEBT 03-2023**

This memorandum provides information to assist states, tribal organizations, and territories in preparing to implement Summer EBT in 2024, including Summer EBT Eligibility, Certification, and Verification.



## **SEBT 03-2024**

This memorandum provides the 2024 Summer EBT benefit levels for all States and Indian Tribal Organizations (ITOs) operating the program.

# Promote SUN Bucks



SUN Bucks logo and promotional toolkits are available here:

<https://www.fns.usda.gov/sebt/outreach-toolkit>

Arizona Department of Economic Security (DES) in partnership with the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) has applied to administer the Summer 2024 Electronic Benefit Transfer (Summer-EBT). Summer-EBT is being promoted as SUN Bucks. Students meeting the eligibility requirements will receive a one-time payment of \$120 per child. Additional information will be made available soon!

## USDA APPROVAL PENDING

For additional SUN Bucks information, please visit: <https://www.fns.usda.gov/sebt/outreach-toolkit>

# Section 4

Nutrition  
Promotion during  
Summer Meal  
Service



# Farm to Summer Challenge

## **THE SUMMER 2024 FARM FRESH CHALLENGE**

This challenge is an HNS initiative designed to empower summer program operators to cultivate excitement around fresh and locally sourced foods. Participating operators must complete a series of challenges that promote the tasting, teaching, and connection of participants to foods local to Arizona. Be on the lookout for Farm to Summer Challenge communications!

# Turnip the Beet

## **AWARD FOR HIGH-QUALITY SUMMER MEALS**

USDA's Turnip the Beet Award recognizes outstanding Summer Meal Program sponsors who work hard to offer high-quality meals that are appetizing, appealing, and nutritious.

All Summer Meal Programs sponsors, including SFSP sponsors and NSLP SSO sponsors, may be eligible for a Turnip the Beet Award by self-nominating or being nominated.

Winners will receive a certificate and will be nationally recognized and featured on the Turnip the Beet webpage.

# upLIFT

## UPLIFT WEBINAR SERIES

The monthly webinar series focuses on sharing relevant nutrition knowledge as well as standout stories from the field on successful service models, inspiring menu ideas, and tips and tricks to implement nutrition initiatives in schools! These webinars are intended to provide you with real, applicable, and helpful information that you can use to operate the best school food service program possible at your sites this year!

Summer upLIFT webinars:

- **May 21, 2024:** Promoting Your Summer Feeding Programs
- **June 18, 2024:** Go Local - Farm to Summer Challenge
- **July 16, 2024:** Turnip the Beet - Award criteria and nominations



## PY 24 SUMMER FEEDING PLANS

Please take a minute to fill out this interest form to help HNS connect operators that have sponsored summer feeding sites in the past and connect sites that need a sponsoring entity this year.

## Outreach

### REQUIREMENT

Outreach is a requirement not only for Program Operators but also for the State Agency. In an effort to connect sites and sponsoring entities more effectively this year, HNS is fulfilling the outreach requirement by requesting the submission of the [PY24 Summer Feeding Plans](#) interest form.



### PY 24 Summer Feeding Plans

Calling all Summer Food Operators. The Arizona Department of Education (ADE) is asking for your help in gauging how many operators are planning to serve meals this summer under the Summer Food Service Program (SFSP), as well as those interested in expanding their program by sponsoring new sites.



# Join Us Next Month!

# Staying On Track: May

May 7, 2024  
1:30-2:30 pm

We will review HNS Communications and policy memorandums released in April, and upcoming key tasks, deadlines, and action items for May.

# Thank you!

## **PLEASE PUT QUESTIONS IN THE Q&A**

If you are attending the live webinar, you will receive an email once attendance has been completed. Once you have received this email, your training certificate will be available in APLD.

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



# Certificate

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## Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

### **Training Title:**

**Staying on Track: April  
2024**

### **Length: 1 hour**

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Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.



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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/ad-3027.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](mailto:Program.Intake@usda.gov)

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