

1. Are you doing open vs. closed enrolled? What does that mean?
  - a. Under the SFSP, an open site is one that allows meal service access to all participants, ages 1-18, requesting a meal at the site. Information regarding the meal service at open sites must be publicized to the community served.
  - b. Closed enrolled sites are open only to enrolled participants or to an identified group of participants, as opposed to the community at large. During non-congregate meal service, if a site is listed as closed enrolled, they may provide meals to their enrolled participants as well as other eligible participants requesting a meal from that location.
2. Are you serving meals to onsite students? Are you serving grab and go in conjunction with on site?
  - a. If a sponsor chooses to serve meals to students participating in onsite instruction, as well as provide grab and go, delivery or bus routes to participants offsite, consideration must be put into an integrity plan to ensure that duplicative meals are not served.
  - b. Best Practices may include:
    - i. Conducting an actual count (by participant name) versus a head count (number of participants who receive meals).
    - ii. This will allow sponsors to cross check meals served to ensure that duplicates were not provided.
    - iii. Providing communication to families, through various channels, detailing the requirements of the program; informing parents that offsite meals should not be collected for students receiving meals during on site instruction.
    - iv. Maintaining and updating written procedures for ensuring integrity of the Federal programs.
    - v. Training staff, administrators, and teachers on the requirements of the programs and steps your organization is taking to meet those requirements.
3. Are you serving students in the classroom?
  - a. Any meals served in the classroom must be counted at the point of service (POS).
  - b. This means that they must be counted once the child receives that meal and not before.
  - c. How will a POS count be taken for meals in the classroom?
    - i. If teachers are distributing the meals to participants, they must be trained on accurate meal count procedures, meal pattern requirements and civil rights.
      1. This training must be documented and the documentation saved.
    - ii. If nutrition services is distributing the meals to participants in the classrooms, or in the hallways outside the classroom, they must ensure that they follow accurate POS procedures.
    - iii. Participants are not required to take a meal and if they refuse a meal may not be counted in the reimbursable meal count.

4. Are you planning on using Offer versus Serve (OVS) for in person and/or grab and go?
  - a. OVS is allowed for SFSP and CACFP At-Risk and Adult Day Care programs; however, it is important that sponsors contact their Child Nutrition Specialists if they would like to use this meal service model.
  - b. Review the [ODE CNP OVS Memo, Questions and Answers](#), and [webinar slides](#) for details on OVS during non-congregate meals.
5. Do you need to add sites to CNPweb?
  - a. Any sites serving onsite or grab and go meals must be added to CNPweb. As districts reopen schools for in-person instruction, remember to submit Add Sites forms to ODE CNP. If sites are not area eligible, the submission of [SFSP area eligibility waiver](#) requests will be required. CACFP – Remember that only school data may be used to qualify sites, if a site does not qualify based on school site data, a [CACFP area eligibility waiver](#) will be required.
  - b. If submitting a waiver for area eligibility for SFSP or CACFP At-Risk, sponsors must include justification regarding the economic need or the negative affect that not having the waiver would have on service.
  - c. Allow adequate time for review and approval of sites prior to the start of service.
6. Have you considered site monitoring and site visits for newly added sites and existing sites?
  - a. Site Monitoring requirements for new sites have not been waived.
    - i. SFSP Sponsors are required to conduct a First Week Site Visit for all new sites, in addition to the Four Week Review required for all sites. These reviews may be done offsite, but are still required within the regulation timeframes. USDA has provided [best practices](#) for offsite options.
    - ii. All CACFP Sponsors must conduct a review within the first 4 weeks of operations each year. 2 additional reviews must be completed during the fiscal year. This year, reviews may be conducted offsite, but are still required within the regulation timeframes and must be completed using the [ODE CNP site monitoring form](#). [USDA](#) and [ODE](#) have provided best practices for conducting these reviews.
7. Will you continue grab and go, home delivery or bus routes – will this be changed or revised?
  - a. Sponsors planning non-congregate meal distribution via grab and go, home delivery or bus routes must submit a Meal Distribution Plan (MDP) to ODE CNP detailing plans for distribution and steps taken to meet regulatory requirements and maintain integrity of the program. If a sponsor has previously submitted an MDP, but will be making changes to their non-congregate meal distribution, they should contact their Child Nutrition Specialist to discuss revisions to that plan.
  - b. Sponsors who have not yet completed and MDP can do so here: [SFSP Meal Distribution Plan](#), [CACFP Meal Distribution Plan](#).
8. How are you ensuring duplicate meals are not served? Do you need to revise your Integrity plan?

- a. Though USDA has provide many flexibilities throughout the pandemic, they have not wavered on their requirement that integrity be at the center of the Child Nutrition Programs and that participants may only receive one meal, per meal type, per day.
  - b. ODE CNP has asked all sponsors to develop sponsor-specific integrity plans to ensure that duplicative meals are not being served.
  - c. Sponsors should review and revise integrity plans as meal service styles change throughout closures, in-person instruction, and distance learning.
9. Non-congregate vs congregate on site, how does that work, what does that look like?
- a. Include in your plan details on grab and go with in-person instruction (meals picked up by students from the cafeteria and taken to the classroom or meals picked up by teachers/ staff and distributed to participants in classrooms) – this is allowed, but meals will be considered non-congregate, even if serving onsite, if they are consumed out of range of the service area. .
  - b. During the USDA nationwide waivers, any meals served outside of the traditional cafeteria or meal service area should be claimed in CNPweb as non-congregate meals. This includes classroom meals.
10. What is the capacity of your kitchens and your staff? Is providing offsite and onsite meals feasible?
- a. If a sponsor is currently providing daily grab and go options along with bus route or home delivery, it may be important to narrow the types of meal service provided once in-person meals begin.
    - i. Consider providing meals on site to in-person learners and reducing grab and go to one or two days a week, with multiple meals offered each of those days.
      1. Remember the importance of ensuring families do not receive grab and go meals for participants eating on-site on any given day.  
(Example – If a child is on site for breakfast on Monday and Tuesday – the family may not receive a grab and go breakfast meal for Monday and Tuesday as well)
  - b. If a sponsor has been providing meals to all eligible participants in the community but logistics of serving both in-person meals and offsite meals to the community at-large is too difficult or costly, sponsors may opt to become closed/enrolled sites.
    - i. Closed/enrolled, during the Nationwide flexibility waivers, means that sponsors provide meals, either on-site or via non-congregate service, to enrolled participants and if they prefer to their siblings.
    - ii. As a reminder, if meals are provided to in-person students they must be available to off-site students as well
11. Are you serving a different number of meals for in person students vs. offsite kids?
- a. As plans are developed for in person meals service and changes are made to non-congregate meal service, it is important to consider equity.



- b. Ensure that staff are trained not only on upcoming meal service, but on any changes that may occur.
  - c. Ensure communication plans are developed to provide quick and accurate information to families and participants.
  - d. Keep written documentation of all procedures and revisions of those procedures.
16. What documentation does ODE CNP require if you are changing meal service styles, moving from non-congregate to in-person or vice versa?
- a. First and foremost, notify your Child Nutrition Specialist to discuss the changes being made to meal services. Your specialist will determine what changes, if any, will be required in CNPweb.
    - i. If a sponsor has previously submitted an MDP, but will be making changes to their non-congregate meal distribution, they should contact their Child Nutrition Specialist to discuss revisions to that plan. Sponsors who have not yet completed an MDP can do so here: [SFSP Meal Distribution Plan](#), [CACFP Meal Distribution Plan](#) (see Q#7).
    - ii. If a sponsor is interested in using the Offer versus Serve model for non-congregate meals or in a limited in person meal service, they should review the [ODE CNP OVS Memo](#), [Questions and Answers](#), and [webinar slides](#) for details on OVS during non-congregate meals (see Q#4). Sponsors should contact their Child Nutrition Specialists if planning to do OVS for CACFP At-Risk. .
    - iii. If a sponsor needs to add new sites for service, they should complete the add site form, located on the packet tab and contact their Child Nutrition Specialist. If a site is not eligible to participate in either SFSP or CACFP, an area eligibility waiver may be required (see Q#5).
      - 1. Reminder: If submitting an area eligibility waiver for SFSP or CACFP At-Risk, sponsors must include justification regarding the economic need or the affect not having the waiver would have on service.