



Oregon

Kate Brown, Governor



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Colt Gill

Director of the Oregon Department of Education

April 8, 2020

TO: Seamless Summer Option (SSO) and Summer Food Service Program (SFSP) Sponsors
RE: Bus Route Meal Delivery

The Oregon Department of Education Child Nutrition Programs (ODE CNP) is providing additional guidance on utilizing bus routes as a method for providing meals to participants. ODE CNP has learned that some School Food Authorities (SFAs) operating bus routes are delivering meals outside their own school attendance boundaries. Confusion and waste result when two or more sponsors compete for the same sites or target children in the same geographical area. Since such an overlap in service conflicts with Program objectives, ODE CNP usually approves only one sponsor to serve an area.

SFAs can only provide meals within the attendance boundaries of their school district when delivering meals via bus routes. However, if a SFA wants to operate within the attendance boundary of another SFA, this can only be done with an agreement between both SFAs. The agreement must be submitted to the assigned Child Nutrition Specialist. The agreement must include the following:

- names of both SFAs
- agreement date
- the location name and address where the site(s) in the neighboring district are located
- if the site is a shared site or not
- meals provided
- meal delivery times, and
- if any changes in this information occur the two SFAs will discuss the changes.

When considering delivering meals to participants, sponsors must also adhere to the following requirements.

Bus Route Meal Delivery Requirements:

- All sponsors approved to serve meals via bus routes must submit a copy, to your assigned Child Nutrition Specialist, of the bus routes with address of each site where meals will be served

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- If the bus stop is in the attendance boundary of an eligible school, the bus stop is automatically eligible.
 - If the bus stop is not in the attendance boundary of an eligible school, the bus stop location must be determined eligible using the [FNS Area Eligibility Map](#) or [Food and Action Research Center \(FRAC\) Summer Food Mapper](#)
 - Maintain documentation that shows the site's address is area eligible
- If the bus stop is not in the attendance boundary of an eligible school and is not area eligible, the bus stop site may qualify for ODE CNP's SSO and SFSP area eligibility requirement waiver.
 - Contact you assigned Child Nutrition Specialist prior to adding the bus stop
- For non-SFAs, home delivery is not an allowable method of meal distribution. Contact your assigned Child Nutrition Specialist for alternatives.

Documentation on determining eligibility of bus routes must be maintained for three years plus the current fiscal year and be made available upon request by ODE CNP.

If you have any questions, please contact your assigned Child Nutrition Specialist.

Sincerely,



Dustin Melton, MS
Director, Child Nutrition Programs,
Office of Child Nutrition, Research, Accountability, Fingerprinting and Transportation