Oregon Department of Education
255 Capitol St. NE
Salem, OR 97310

Child Nutrition Programs
503-947-5600
ode.communitynutrition@ode.oregon.gov

Summer Food Service Program (SFSP) Renewal Applications Non-School Food Authority (Non-SFA) Instructions Fiscal Year (FY) 2025

Contents

General Information

Background/Resources

1. [7 CFR 225.6 – State Agency Responsibilities](#)
   a. ODE CNP is required to review and approve annual updates to the application materials for each active SFSP agreement. We refer to this as Renewals.
2. [FNS Summer Food Service Program Resources](#)
3. [FNS Non-Congregate Summer Meal Service Resources](#)
4. [ODE CNP Summer Meal Programs Webpage – SFSP and SSO Materials](#)
5. [ODE CNP SFSP Webpage – SFSP Only Materials](#)
6. [ODE CNP SFSP Memos and News Announcements](#)

Timeline

1. Renewal Memos sent to Sponsors – **March 18, 2025**
2. CNPweb opens to Sponsors for SFSP Renewals – **April 1, 2025**
3. Civil Rights and Racial and Ethnic Data Trainings due – **April 18, 2025**
4. SFSP Annual Training due – **April 18, 2025**
5. Offline and Online Renewal Application Documents due – **April 18, 2025**

Renewal Application Requirements

All Sponsors

1. Sponsors must submit offline forms to the Community Nutrition email address: ode.communitynutrition@ode.oregon.gov.
   a. Sponsors interested in serving non-congregate meals in rural areas must submit the Meal Distribution Plan (MDP) and supporting documentation required for non-congregate meals directly to the assigned Child Nutrition Specialist.
      i. If the MDP includes participant identifiable data, such as names, addresses, and/or individual eligibility information, the MDP must be sent through the Secure File Transfer system or through a secure OneDrive link. Connect with your assigned specialist prior to submitting to be sent a direct link and instructions for submitting.
2. Sponsors must meet the due dates identified in the Timeline section of these instructions and additional due dates established by the assigned Child Nutrition Specialist.

Non-Profit/Public Sponsors (including tribes)

1. Must complete:
   a. Annual Training – See the renewal memo for specific training requirements
      o New Authorized Representatives and Food Program Coordinators must contact their assigned Child Nutrition Specialist for specific training requirements that may differ from the annual training requirements.
   b. Annual Training Quiz – for renewing staff
      o New Authorized Representatives and Food Program Coordinators must take the New Sponsor Training Quiz
   c. Civil Rights Training
   d. Racial/Ethnic Data Training
   e. Civil Rights Annual Training Quiz
2. Must submit:
   a. Offline forms
      i. Free Meal Policy Statement
      ii. Budget Workbook (excel)
      iii. Vended meal agreements *(if applicable)*
      iv. Area eligibility documentation for new or expired sites *(if applicable)*
      v. Site proximity documentation *(new open sites only, if applicable)*
      vi. Rural Area Documentation for Non-Congregate Meals *(if applicable)*
      vii. Meal Distribution Plan for Rural Non-Congregate Meals *(if applicable)*
      viii. Sample Bulk Meal Distribution Documentation *(if applicable)*
      ix. Alternative Guardian Pick Up Process *(if applicable)*
      x. CNPweb Forms *(if applicable)*
   b. Online forms
      i. Sponsor Info Sheet (CNPweb)
      ii. Budget (CNPweb)
      iii. Site Info Sheet(s) (CNPweb)
      iv. Management Plan (CNPweb)

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Offline Forms

Annual Training Quiz

The Food Program Coordinator listed on line 33 of the CNPweb Sponsor Information Sheet must annually complete the required trainings and accompanying quizzes as part of the renewal application.

- See the FY 2025 SFSP Renewal Memo for a detailed list of required trainings and links to required quizzes.

Free Meal Policy Statement

All sponsors must annually complete and submit the Free Meal Policy Statement, which can be downloaded from the Packet Tab in CNPweb.

Budget Workbook (excel)

Sponsors must submit a budget for the current SFSP fiscal year. See the Excel Budget Coversheet tab for additional information.

- Excel Budget template can be downloaded from the Packet Tab in CNPweb.

Vended Meal Agreement

Sponsors who utilize vended meals must have a current Vended Meal Agreement on file with ODE. Submit a signed Vended Meal Agreement if ODE does not have a current version.

- ODE has a Vended Meal Agreement Template for Sponsors, if needed.

Area Eligibility Documentation

Open, National Youth Sports Program (NYSP), Closed Enrolled (area eligible) and Migrant sites that are new or have expired eligibility are required to submit eligibility documentation. Area eligibility documentation options include:

- Census Data: Must submit a screenshot of the map, showing census number, if using census data to determine eligibility. Census data can be found using one of the following options:
  - FNS Area Eligibility Map
  - FRAC Map
  - Area Eligibility Worksheet
- School Data: Must submit a screenshot of the map which shows a site is located within the attendance boundaries of an eligible school, if applicable. Use:
  - Free and Reduced Price Eligibility List – October 2024 Data (effective March 1, 2025)
- Tribal Authority Documentation: Sponsors may document area eligibility by submitting documentation from a tribal authority which certifies that the proposed site is located on a Tribal reservation or on trust land where 50% of more of the children in the defined area are eligible for free or reduced price school meals.

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Site Proximity Documentation

When adding new open summer meal sites, sponsors will be responsible for documenting the new site's location using the FNS Capacity Builder with both the current fiscal year's *FNS CACFP SFSP Eligibility* and the previous fiscal year's *Summer_meal_sites* selected in the *Layers* panel.

- If adding multiple new open summer meal sites that are less than 1 mile apart, sponsors will need to use an online map, such as Google Maps, and submit the map (via a screenshot, PDF, or link) that includes the distance between the sites.
- For new open sites that are within .5 miles of one another, sponsors must submit documentation to support why both sites are needed in close proximity.
- If the new site is intended to replace a previously approved site, the sponsor must submit an Inactivate Site form for the previously approved site in addition to the Add Site form.

Rural Area Documentation for Non-Congregate Meals

Sponsors applying for non-congregate meal service in rural areas must use the SFSP Rural Designation Tool to determine if the location where non-congregate meals are distributed to participants is considered rural.

Sponsors must electronically submit documentation (screenshot, PDF, etc.) to their assigned specialist that shows the site is in a rural area to be eligible to serve non-congregate meals in rural areas. Acceptable documentation must show the address of the site, the location of the site on the map, and the date the data was accessed. To use the SFSP Rural Designation Tool take the following steps:

- Enter the address you want to determine in the search box.
  - Be sure to select the correct address as options will auto populate from locations around the United States with similar names.
- Use the plus and minus tools or scroll to zoom into the desired location.
- The current layer has all the categories of rural. If the address is within a green area, it is considered rural.
- You can use the folder button on the upper left side of the map to turn on and off the individual rural categories.
- Submit acceptable documentation as described above to your assigned specialist for each site that you are requesting to serve rural non-congregate meals at.

Exceptions can be made if the sponsor is able to demonstrate they are in a rural pocket, but this requires USDA Western Regional Office (WRO) approval on a case-by-case basis. If your site is not in a rural area per the SFSP Rural Designation Tool, but you believe it may be in a rural pocket, contact your assigned specialist for directions on what to submit for USDA WRO consideration.

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Meal Distribution Plan for Rural Non-Congregate Meals (excel)

Sponsors who are located in eligible rural areas may apply to serve non-congregate meals by completing a Meal Distribution Plan (MDP). Instructions for completing the Meal Distribution Plan are included in the document. To apply for non-congregate meal service sponsors must submit the following:

- Non-Congregate Meal Service Training must be completed as part of the annual training requirements if the sponsor is utilizing rural non-congregate meal service. This must be completed as part of the annual training quiz and the Food Program Coordinator must certify on the MDP that the training was taken.
- CNPweb Site Information Sheet with the non-congregate meal section completed per instructions for each site where meals will be distributed to participants.
    - Those operating non-congregate as Home Delivery (residential locations) are only required to have a CNPweb site information sheet for the location where the routes initiate. The individual homes where meals will be delivered must be included on the Meal Distribution Plan excel document. All home delivery stops must be approved by ODE CNP prior to delivery.
- Area eligibility documentation (i.e. census map or school F/RP list) for each site and home delivery address (if applicable), unless operating a conditional non-congregate, camp, or closed enrolled site using individual participant eligibility information.
- Site proximity documentation for any new open sites listed in CNPweb.
- Rural area documentation (i.e. rural designation map) for each site and home delivery address (if applicable).
- Alternative Guardian Pick Up Process if the sponsor is opting to allow more than just the legal parent/guardian, siblings, or grandparents pick up meals on behalf of the child. Not required if the sponsor is not allowing proxies to pick up meals on behalf of children.
- Meal Distribution Plan (MDP) for Summer Meals for all rural non-congregate meal service plans for summer 2025.
    - If the MDP includes participant identifiable data, such as names, addresses, and/or individual eligibility information, the MDP must be sent through the Secure File Transfer system or through a secure OneDrive link. Connect with your assigned specialist prior to submitting to be sent a direct link and instructions for submitting.
- Sample Bulk Meal Distribution Documentation for any site that is applying to provide bulk food items for non-congregate meal service in rural areas.

Sample Bulk Meal Distribution Documentation

Sponsors that elect to utilize the bulk meal distribution option must submit sample menu documentation that will be provided to participants. The documentation must clearly identify the creditable food items and portion sizes to be used to make each reimbursable meal. Ensure that the sample documentation demonstrates that meals provided meet meal pattern and that it will be easy for the general population to understand.

Alternative Guardian Pick Up Process

Sponsors that are approved to serve rural non-congregate meals may opt to allow parent/guardian pick up of the non-congregate meals. ODE CNP defines a parent/guardian as a legal parent/guardian, a sibling, or a grandparent. ODE CNP may approved alternative guardians (e.g. proxies) to pick up meals for children on a case-by-case basis. For a sponsors to be approved to allow other guardians (e.g. proxies) to pick up meals for children, they must submit in writing to their Child Nutrition Specialist a description of a system that preemptively collects permission from the participant's parent/guardian and identifies the permitted adult(s). ODE CNP must approve this system prior to the sponsor implementing it. Sponsors are required to email their specialist a description or copy of their plan.

Other previously unidentified adults (i.e. proxies) may not pick up meals without the child(ren) present. USDA guidance explicitly states that childcare providers, such as childcare center day care staff and family day care home staff, may not pick up meals for the children in their care without the children being present at the meal distribution.

Sponsors that are only allowing the legal parent/guardians, siblings, or grandparents to pick up meals on behalf of the child, are not required to submit a written explanation of the system for approving proxies.

CNPweb Forms

Complete the following forms as necessary and submit to ode.communitynutrition@ode.oregon.gov. These forms are available on the CNPweb Packet tab.
- To add new sites, complete and submit the **Site Add/Modify form**
- To remove sites, complete and submit the **Inactivate Site form**
- To modify CNPweb users:
  - To add users, complete and submit the User **Authorization Request and Certification Form**
  - To remove users, submit the **User Authorization Termination Form**

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Online Forms (CNPweb Applications)

Sponsor Information Sheet

Addresses:
Ensure all addresses are spelled correctly and properly capitalized.
- Address must be the full formal address for the Sponsor including St., Ave, or Rd, etc.

Contacts:
Ensure contact information is accurate, especially email addresses, and they have CNPweb access. See CNPweb - Users Tab for a list of current users. Ensure surnames (Mrs., Ms., Mr.) are included for all listed contacts unless the individual does not want a surname to be used.

It is best practice to have more than one staff person listed in the Authorized Representative, Food Program Coordinator, Financial Office Contact, and Claim Contact roles. *Titles used in these positions must match what is entered on the Management Plan.*

If the Authorized Representative or Food Program Coordinator are new in FY 2025, SFSP New Sponsor/ New Staff Training must be submitted in place of annual renewal training. Contact your assigned Child Nutrition Specialist for more information.

- Authorized Rep - must be an individual that has contract signature authority for the organization.
    - o Common positions with this ability include: the Chief Executive Officer, Superintendent, Executive Director, or Business Office Manager.
    - o If your organization also operates School Nutrition Programs and/or Child and Adult Care Food Program, the Executive Contact in NSLP or Authorized Rep in CACFP must match the information for the Authorized Representative for SFSP in CNPweb.
- Food Program Coordinator - must be the individual that provides oversight and day to day management for the program.
    - o ODE CNP requires the person listed be an *employee of the organization.*
- Business Manager/Financial Office Contact - must be an individual that is responsible for financial recordkeeping.
    - o ODE CNP requires the person listed be an *employee of the organization.*
- Claim Contact - must be the individual that submits monthly claims in CNPweb.
- Food Service Management Company (FSMC) Contact - must be the individual who is the main contact for Food Service Management Company. This contact information is

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only applicable to sponsors receiving meals and/or services through a Food Service Management Company.

- o This contact position cannot be the same individual included for the Food Program Coordinator.
- o Sponsors with a Vended Meal Agreement may disregard this section.

General Information:
Line 68: Select "Application Type" from the drop-down list that describes your organization type.

Line 79-80: Select "Yes" if your organization purchases unitized meals, with or without milk, from a vendor or Food Service Management Company (FSMC), which will be served at approved site(s), or purchases management services.
- If "Yes" is selected on line 79, then list the name of the organization's FSMC or Vendor as identified on a Vended Meal Agreement or FSMC Agreement.

Line 69: Only select "Yes" if your organization wishes to receive USDA donated commodities.
- When "Yes" is selected, your organization will be electing to participate in the USDA Foods program for the *next* fiscal year.

Line 70-71: Sponsors must select "Yes" and list the services provided. This may be education, enrichment, etc.

Line 72: Select "Yes" if your organization participates in any of the following: National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP) or Special Milk Program (SMP). The programs the organization has an agreement to operate will automatically be checked by the system.

Line 73: Select "Yes" or "No". Contact your assigned specialist if you are unsure.

Line 74: The question is regarding the _efforts and methods_ used to conduct outreach minority and grass roots organizations. Responses may include having a multicultural outreach coordinator, bilingual staff, promotional materials produced in additional languages, flyers posted at schools, partner with local churches, etc.

Advances:
Line 75-78: If needed, select "Yes" to elect to receive an advance payment on SFSP reimbursement. Complete lines 76-78 if an advance is requested.

Single Audit Compliance:
Line 81: Select "Yes" if your organization expended more than $1,000,000 in federal funds during the organization's previous fiscal year. This audit is also commonly referred to as the A-133 Audit.

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Certification:
Read and certify that the information listed on the CNPweb Sponsor Information Sheet is true and correct.

- Click the Save button at the bottom of the page once reviewed. This will change the status of the Sponsor Information Sheet to "Pending Submission" until the entire CNPweb renewal application packet has been submitted.

Budget (CNPweb)

The budget in CNPweb will be completed based on the approved Excel SFSP Budget. Refer to the "Summary" tab of the approved excel budget document for the information to enter on this CNPweb sheet.

Management Plan

Careful review and updating of the management plan, including a comparison with Sponsor Information, Site Information sheets, and the budget is an essential component of renewals that supports program integrity.

Part One: Sponsor Information

Lines 1-6: The person who completes the Management Plan must be listed in these lines. This must be the same person who is either listed as the Authorized Representative or the Food Program Coordinator in the Sponsor Info sheet. This must also be the person who submits the entire CNPweb renewal application packet into pending approval.

Line 7: If the organization is a CACFP sponsor and the existing CACFP management plan will be applied to all child nutrition (CN) programs, meaning the organization will adequately and effectively implement all aspects in the management of these programs, then you may check the corresponding box in this field.

- Review the management plan and address any SFSP specific questions that are unanswered by the CACFP management plan.

Line 8: The person completing the form must check the box to certify that they have read and understand the non-discrimination statement.

Part Two: Financial Viability and Financial Management

Fiscal Resources and Financial History:
Lines 9 - 13: Access to other funds are required to continue operation without reimbursements in the case of temporary interruption of funding such as a government shutdown or problem with the state payment system.

- Information entered in these fields must match the Coversheet of the Excel budget.

Lines 14 – 19: At the very least sponsors must select to withhold future monthly reimbursement or unrestricted funds.

- Using future reimbursement is the easiest way for ODE and the sponsor to repay funds.
- It is highly advisable that the organization also has discretionary funds.

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Part Three: Administrative Capability

Institutional Structure and Capability:
Lines 20 - 39: List the position or title (not the name of the staff person) that fills the listed function.
- If there is a double check system for a function, use "/" between the two titles to indicate the two roles in this function.
- Position/Title in this section must match the titles on the Sponsor Info Sheet if a person carrying out the function is listed on both forms.
  - Be sure that staff with a SFSP function are also included for labor costs on the Operational Staff and Admin Staff tabs on the budget (if applicable).
  - Positions/titles listed in management plan must match position/titles on the budget.
- Line 35 only applies to programs with camp or closed enrolled sites using individual participant income eligibility information. All other programs will enter "N/A" on this line.

Site Monitoring:
Lines 40 - 43: Site monitoring is a common finding. Effective and timely monitoring is a key contributor to accountability and capability.
- The number of all first two-week visits plus all site monitoring reviews must be listed on line 41.
  - Example: If a sponsor has 3 new sites and 4 current sites, the number of site monitoring reviews would be 10 (3 First Two Week Visits plus 7 Site Monitoring Reviews).
- To describe the institution's follow-up procedure, the corresponding field must describe processes for both findings and serious deficiencies. The procedure must use both "finding" and "serious deficiency" in the description, even if the same process is used for both.
  - If training is required (as it is required for any serious deficiencies), include the title/ position of who will lead the training, the method for training, and a description of the documentation.
  - Serious Deficiency is a program violation at a significant proportion, such as site has not been completing point-of-service meal counts for weeks. A finding is a program violation that is not of significant proportion, such as during the meal service, a couple of meals were counted as reimbursable, that did not meet meal pattern requirements.
- In the case a monitor is unavailable to perform the monitoring duties, the corresponding field must identify how the institution will ensure the facilities are monitored in accordance with 7 CFR 225.15, including any staff. The staff listed in here must match the staff positions/ titles listed under the Institutional Structure and Capability section above.
  - Backup for the site monitor must also be identified.

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Part Four: Program Accountability

Governing Board of Directors:
Line 44: If the Board of Directors is listed on the organization's website, it should match the information submitted in this section.
- o If not, please provide an explanation to your assigned Child Nutrition Specialist
- o School Districts/Universities/ Community Colleges- If the organization has a governing board or committee, this section must be completed with that group's information.
- Organizations must disclose relationships that board members have with the institution, if any.
- Non-profit boards must have at least three members in the state of Oregon.

System for Adjusting Planned Meals:
Line 45: Describe the process for staff to adjust the number of meals planned/ordered based on need. This may be due to planned events or decreases in attendance, as well as fewer participants than originally planned.

Fiscal Accountability
Line 46: A bank account for the institution is required.

Lines 47-57: Some of this documentation is required while others are as applicable.
- The following are required for all:
  - o "Itemized receipts, invoices, and bills," "Bank records," and "Balance Sheet" are required.
  - o "Procurement documentation" is a requirement in the SFSP.
- The following are required if included on the SFSP budget:
  - o "Timesheets" and "payroll records" are required if staff time is charged to the SFSP.
  - o "Rental agreements" are required if facility rental costs are charged to the SFSP.
  - o "Board minutes" must be checked if the board approves any SFSP expenses on the SFSP budget
  - o "Cost allocation plans" are required if expenses are allocated.
  - o Include "Indirect Cost Rate" under "Other", indirect costs are charged to the SFSP.

Lines 58-59: Indicate how frequently SFSP receipts and expenditures are validated against the budget.

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Line 60 – 71: For methods to consolidate and submit reimbursement claims:
- Several items must be checked, only select those that are required for your program type.
  - The following are required for all program types:
    - Point of service meal counts are used for preparing the claim. Menus and menu documentation reviewed for meal pattern compliance.
    - Regulatory edit checks are performed prior to submission for reimbursement.
    - Only approved meal types are claimed.
    - Reimbursement is not claimed for meals served in excess of the site authorized capacity or total enrollment.
    - Meals are only claimed for approved facilities/sites.
    - Meals are only claimed for participants that are within the regulatory age limit.
- Items selected must match the sponsor's written process for submitting an accurate meal claim and/or accepted corrective actions, if applicable.
- If "Claims are reviewed by a second party for accuracy prior to submission for reimbursement" and/or "Back up claim staff" are checked, more than one staff person must be listed on Line 21 under the "Institutional Structure and Capability" section above.

Line 72: Select "No" if one or more of the sites is unaffiliated, meaning it is legally distinct from the organization. Discuss with your assigned specialist if you are unsure.

Lines 74 - 80: Several methods may be selected here, only select those as applicable. Methods selected must be on the organization's written procedure for ensuring SFSP funds received are only used for allowable costs.
- The following is required for all:
  - Referred to FNS Instruction, and ODE Budget Guidance.
  - Only costs included in the annual budget are charged to SFSP.
  - Receipts are reviewed to ensure no unallowable costs are accounted as SFSP costs.
- The following are required if on the approved budget:
  - "Cost Allocation Plans"

Lines 81 - 92: Several methods may be selected here, only select those as applicable.
- "Annual Single Audits are performed." must be checked if the organization expends more than $1,000,000 in federal funds a year.
- The following fields should be checked:
  - Board reviews SFSP expenditures and gives approval prior to purchases being made.
  - Board makes fiscal decisions for SFSP.

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Line 93: Sponsors are required to have a written procurement policy. This field must be marked "yes".

Record Keeping
Lines 94-108: Select the location of the record named or select "Not Applicable" if the record is not applicable to the organization's SFSP operations.

Line 109: Describe the specific location where the documents will be housed
- Example: At the central office in a locked filing cabinet in the director's office

SFSP Training
Lines 110 – 120: Select the methods used for on-going training as applicable. Sponsors must also select "Other" to provide a description of the resources used for *on-going* training staff (e.g. ODE materials, organization prepared, etc.) and how training is documented (e.g. certification form, signed agenda, e-mail certification, etc.)

Lines 121 – 126: Select the methods used for new staff training as applicable. Sponsors must also select "Other" to provide description of the resources used for training *new* staff (e.g. ODE materials, organization prepared, etc.) and how training is documented (e.g. certification form, signed agenda, e-mail certification, etc.)

Line 127: Describe how you will address a change in the Food Program Coordinator position.
- Process must include notifying ODE CNP, updating CNPweb sponsor info sheet, giving user access to CNPweb, and training
- If there is a back-up system for the Food Program Coordinator (FPC), include the back-up position/ title and how they are prepared for the duties

Line 128: Characterize the organization's employee turnover rate as either high, medium, low or none.

Meal Service and Other Operational Requirements
Lines 129 – 138: Several methods may be selected here, only those as applicable. Methods selected must align with the program type(s).
- The following are required for all program types:
  - Plan and evaluate menus to ensure SFSP meal pattern compliance
  - Maintain menu documentation, e.g. recipes, CN labels, PFS, Standard of Identity Product labels, etc.
  - Provide staff training on meal pattern requirements
  - Ensure adequate amounts of food and milk are purchased, prepared, and served
  - Perform meal observations to ensure amounts served meet or exceed minimum portion sizes for age group(s) of participants served
  - Ensure dated menus document actual foods served daily (substitutions due to menu changes are recorded on a working menu)

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Lines 139 – 149: Several methods may be selected here, only those as applicable. Methods selected must align with the program type(s).

- The following are required for all program types:
    - Make complaint forms available
    - Maintain a Civil Rights log
    - Offer SFSP program and serve meals to all participants regardless of race, color, sex (including gender identity and sexual orientation), age, disability, or national origin
    - Include the nondiscrimination statement on required documents and websites
    - Display "And Justice for All" poster for public viewing
    - Collect racial/ethnic data annually based on current participants
    - Provide annual civil rights training provided to all staff
    - Ensure staff are able to verbalize the civil rights requirements
    - Maintain written policies and procedures

Certification:
Read and certify that the information listed on the CNPweb Management Plan is true and correct.

- Click the Save button at the bottom of the page once reviewed. This will change the status of the Management Plan to "Pending Submission" until the entire CNPweb renewal application packet has been submitted.

Site Information Sheets

Addresses:
Ensure all addresses are spelled correctly and properly capitalized. This address is used to show open and restricted open meal sites on the Summer Meals Mapper on the USDA Meals 4 Kids website.

Line 6: Street Address
- This must be the street address, not the name of the site, in order to appear in the summer food mapper.

Site Supervisor:
Lines 18-25: Site Supervisor
- Must be the individual that is responsible for daily site operations and onsite for the majority of meal services.
- The individual listed on these lines may not be the same individual responsible for monitoring of the site (refer to Line 26 of the Management Plan).

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General Information:

Line 26: Site Type
- Sponsors may only elect one site type option for the site.
    - Refer to the SFSP Site Type Comparison Chart for guidance on site types
        - Restricted Open cannot be selected until after program operations have begun, but then needs to limit the meal site's attendance for reasons of space, security, safety, or control. This type of site is still open to the general public on a first come, first served basis.
        - Note: For all Closed Enrolled sites that are using Area Eligibility to qualify, please explain the need for operating a closed enrolled site at this location on Line 38.

Line 27 - 39: Site Eligibility
- Options will be based on Site Type. Only one option is allowed and ineligible options will gray out and sponsor will be unable to select.
    - Note: For existing sites, this section must only be revised if a site has expiring eligibility.
- School Data – Complete this section using the current Free and Reduced Price Eligibility List (F/RP list). To use school data, the school must have 50% or higher on the "Percent Eligible" column within the Free/Reduced Price list.
    - Line 28: School's site number as listed on the F/RP List
    - Line 29: Percentage exactly as listed on the F/RP List
    - Line 30: Full school name
    - Line 31: Ensure this is completed in this format: mm/yyyy
        - If using the current F/RP list, this must be 10/2024 to reflect the month the data was pulled from.
    - Line 32: Full school district name
- Census Data – Sponsors may use one of the census data options to qualify a site.
    - Tips for using the Census Data website:
        - Click on "View Larger Map" on the bottom left of the map
        - Search for the site address in the search bar on the top left of map
        - If the site appears in the pink area, it's in an eligible area.
            - Click on the map next to the search result; use the "GEOID" number on Line 33 of the Site Info Sheet.
        - If the site appears in a gray area, it's not an eligible census block area.
    - Line 33: Census block group ID must match the census map submitted for the address listed on line 6.
    - Line 34: If using adjacent census block groups to qualify the site sponsors must submit a completed Area Eligibility Worksheet along with the appropriate census maps. See the instructions on the worksheet.
- Income Applications – This type of eligibility would be used only for camps, closed enrolled sites, or conditional non-congregate sites that do not qualify under area eligibility.

- - For closed enrolled sites - In order to qualify a site based on income applications, at least 50% of enrolled children must qualify for free or reduced price school meals.
  - Conditional Non-Congregate and Camps – only those participants that are free and reduced price eligible can have meals claimed for them
    - Sponsors do not submit income applications to ODE CNP during renewals. This information is verified during administrative reviews.
  - Line 35: Projected number of all enrolled participants
  - Line 36: Projected number of participants eligible for F/RP meals
- If Migrant or Housing Authority Information is selected, documentation must be submitted to ODE CNP from the Migrant or Housing Authority Official identifying the site is an eligible Migrant Program or Housing Authority location.
- If Other is selected, include what is used to qualify the site in Line 37.
- Line 38: Closed enrolled sites that are using area eligibility to qualify must provide justification for operating a closed enrolled site at the location.
- Line 39: This check box is only applicable to camp sites, conditional non-congregate or closed enrolled using income eligibility documentation.

Line 40: First Two Week Visit
- "Yes" may only be selected if all requirements below are met:
  - The site operated the Program successfully the previous summer;
  - The site did not have significant findings related to site monitoring in the previous fiscal year, either from an ODE CNP Administrative Review or a Sponsor's Site Monitoring visit;
  - The site does not have a high number of staff turnover.
- "No" must be selected if requirements are not met or if, for any other reason, the Sponsor plans to complete a site monitoring visit within the first two weeks of operation.
  - In line 98 the sponsor must add the dates of site monitoring visits, if waiving the First Two Week Visit, only include date of Four Week Site Review. Ensure that these dates fall within the operating dates provided for the site.
- NOTE: First Two Week Visits and Site Reviews may be conducted together within the first two week of operations. Even if a site does not operate four weeks, a four week review must be conducted.

Lines 41-42: If "Yes" is selected on line 41, a description of activities offered must be included on Line 42 to ensure program requirements are met.

Line 45: Examples provided with the question.

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Lines 46 – 47: If "yes" is selected on line 46, a description of how site staff will ensure only the allowable food items are taken offsite and the actions taken if unallowable items are taken offsite must be included on line 47.
- Sites operating non-congregate meals must select "Yes" on line 46 and state "All components allowed offsite for non-congregate meal service"

Line 48: Sponsors must at least notify the local health department of the intent to provide a food service at the site and maintain documentation of the request.

Line 49 – 50: Select from the dropdown.
- On-site Kitchen - The kitchen is at the meal site.
- Shared Kitchen - The kitchen is at the meal site and is shared with another organization or used for other purposes.
- Satellite Kitchen - Meals are prepared at another location (i.e. a central kitchen) and transported to the meal site.
- FSMC/Vended Meals - The meals are prepared by another organization, that is not governmental, and the sponsor pays the other organization for these meals. (Must have an approved VMA on file with ODE.)
  - If meals are vended, include the name of the vendor. ***This includes a Food Service Management Company.***
- Intergovernmental - Meals are prepared by another governmental organization (i.e. school, community center, etc.) and the sponsor, a government organization itself, pays this organization for these meals. (Must have an approved IGA on file with ODE.)

Line 51: If the Sponsor has a FSMC Contract or Vended Meal Agreement, notification to ODE CNP is required if the Sponsor would like to waive the unitized meal requirement.
- If the Sponsor is a School Food Authority (SFA) and would like to utilize Offer Versus Serve, the Sponsor must request to waive the requirement.

Line 52: Minimum response must include:
- How to identify a reimbursable meal
- Where the point-of-service meal count is taken
- A description of the form used to record meal count.

Line 53: Select the appropriate Meal Service Style:
- Family style - all components are available on the table, in bulk, with participants seated around it. Participants serve themselves and may take as much or little as they want of each meal component. Family style should only be selected by a Closed Enrolled or Camp site. Family style meal service should not be used at other types of sites.
- Restaurant - Participants are seated and a complete meal is given to them.
- Cafeteria - Participants go through a line to receive a meal and then are seated.
- Family/Restaurant - This is a combination meal service where some items are pre-portioned and others are self-serve.

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<u>Line 54 and 55:</u> Sponsors must select "Yes" if doing offer versus serve (OVS) at the site.
- Regulations only allow SFAs to elect OVS for SFSP. If an SFA uses a vendor or FSMC then refer to line 51.
- <u>Line 55:</u> If "Yes" is selected for line 54, then describe what a OVS reimbursable meal (for the meal types served at the site) looks like, how OVS requirements will be communicated to the participants, and actions staff will take if participants do not select a meal meeting OVS meal pattern requirement.

<u>Line 56:</u> "Actual" count is completed by taking a meal count by participant name. "Head Count" is completed with using a clicker and/or tally sheet to record only the number of meals served at a site during a meal service.
- Camps and Conditional Non-Congregate sites must select "Actual."

<u>Line 57:</u> Include how meals will be stored until meal service to ensure food safety standards are maintained.

<u>Line 58:</u> A mobile meal site is a site along a meal delivery route. Staff operating the meal delivery will serve, supervise, and close meal service at one meal site, load up, and then go to another site. By doing so they will operate multiple meal sites one at a time.
- Each meal service stop along a meal route must have a corresponding CNPweb site sheet, with the exception of home delivery stops.

<u>Line 59-60:</u> Sponsor must select if the site is outdoors. If the site is outdoors, be sure there is a description of what arrangements are for inclement weather.
- Include the address of an alternative site if one is available.

Non-Congregate Feeding
All <u>rural</u> non-congregate meals served at a site must have an approved FY 2025 Meal Distribution Plan on file with ODE CNP.

<u>Line 61:</u> Sponsor may select "Yes" to Line 61 if:
- Sponsor will serve non-congregate meals in a qualifying rural area
  - Submit documentation of the site address in a qualifying area. See Rural Area Documentation for Non-Congregate Meals.

<u>Line 62:</u> If there is an alternative site for congregate sponsor must mark "yes", if not, "no" must be marked.

<u>Line 63:</u> If "no" in Line 62, this line must be "yes".

<u>Line 64:</u> Must be selected if operating a Rural Non-Congregate Meal Site.

Lines 65-66: Is not available at this time, if USDA gives waiver approval, further instructions will be provided by ODE CNP at that time.

Line 67: If selected, Line (68) must provide circumstances in which non-congregate feeding will be utilized, that do not follow under the other three options. Example includes, unanticipated school closure.

Line 69: Check all styles of non-congregate meals offered at the site
- Sponsors doing Home Delivery must check the boxes that most closely align with their meal service (i.e. Bulk Meals, Multi-Day Meals, Grab and Go). Then state on Line 100 Home Delivery will be done for the non-congregate meals.

Lines 70- 71: If line 64 is checked, these lines must be answered

Line 72: Sponsor must describe how they will ensure only the maximum number of meals per child per day are served and claimed. Examples include: conducting an actual meal count, having families register for meals, displaying signage and explaining site rules each day, and using time/ distance constraints to prevent families from travelling to multiple sites.

Line 73: If rural-congregate is being served, the sponsor need to detail what the service days look like. Example: "Serving M- Th daily lunches and on Friday lunches for Fri-Sun" or "Serving 3 days of lunches and breakfasts on Monday for Mon- Wed and Thursday for Thurs-Sat."

Operating Dates
Review the information in this section carefully. This information will be included on the USDA Meals 4 Kids website.

Lines 74-75: Enter begin and end dates. Ensure they are in the mm/dd/yyyy format and are supported by the other information provided in this section.
- SFSP sites can be approved to operate between the last day of school for SY2024-25 and first day of school for SY2025-26

Line 76: List site closure dates when the site will be closed on a normally planned operating day (e.g. Fourth of July). Dates must be listed as mm/dd/yyyy and if multiple dates are listed use a semicolon (;). Ranges must be separated by a dash (-).

Line 77: Include any scheduled dates of field trips. Dates must be listed as mm/dd/yyyy. If site does not have any scheduled field trips, leave blank.

Lines 78-79: For open sites that have "field trips," meaning meals are served to participants away from the approved site, sponsors must identify if the site will remain open to the community during these days/times.
- If the site will need to close, the sponsor must enter the plan in line 79 to ensure that the community still has meal access during field trips

Lines 80-91: For each month of SFSP operations, enter the total number of <u>operating</u> days based on the information provided in Lines 74-75 and Lines 94-98 (Days Meals Served).

- Ensure the Number of Operating Days for each month is consistent with the begin and end dates.
- For sites serving multiple days' worth of meals at one time for non-congregate meal service, include only the days that meals are physically distributed to participants. This is a change from previous practice per Federal Regulation. Example, if a site is serving meals on Monday for 5 days starting June 16, 2025, they will only list 3 operating days in line (88).

Meal Service:
Line 92: Select the meal pattern to be used in the summer program.

Line 93: SFSP regulations allow for the adjusting of meal portion sizes for younger children. Check the box if the site will be using the CACFP meal pattern for children ages six and under. If you are not a current CACFP sponsor, you will be required to submit CACFP meal pattern training documentation as well as a one week CACFP menu to your assigned specialist.

Lines 94-98:
- Meal Times:
  - Breakfast must be served at or close to the beginning of the day and cannot be served after a lunch or supper.
  - A minimum of one hour must elapse between the end of one meal service and the beginning of another (except for residential camps and non-congregate sites).
- Days Meals Served: Select all days of the week where meals are distributed to participants.
  - If the site is applying to serve multiple days' worth of meals at one time for non-congregate meal service only check the day the meals are physically distributed to the participant.
- Offer vs Serve: Must match line 54.
  - Regulations only allow SFAs to elect OVS for SFSP. Refer to line 51.
  - SFAs may utilize either the NSLP or SFSP meal pattern when doing OVS. This must correspond with the meal pattern selected in line 92.
  - Sponsor must be in good standing in order to select OVS
- Type.
  - If Vended is selected:
    - Line 46 in the site info sheet must have "Vended Meals" selected.
    - Ensure the appropriate contact information is included on the Sponsor Info Sheet if using a FSMC.
- Style: (H) – If sponsor has selected Hybrid or Non-Congregate, ensure that Line (64) is checked and lines (69-73) are complete and align with the meal type selection.

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- Shift (I): Select yes, if the site stops meal service for a period of time, and reopens to serve a different group of children at a different meal time. If there is a second meal time, list in general comments.
- ADA (Average Daily Attendance) - This is the anticipated number of participants the site will serve, per meal, in a day.
- CAP (Site Cap) This is the highest number of participants may be served per meal at that site in a day.

Line 99: Ensure that there is an adequate number of staff for the ADA and CAP identified on lines 94-99.

Line 100: This section is reserved for comments related to the site's meal service that need approval from ODE CNP and cannot be captured in the lines above.
- Site Monitoring: Please add the site review dates that you plan to conduct your site reviews, including Two Week Visit (if applicable) and Four Week Review.

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